514

EXPRESS MAIL
MILITARY SERVICE

UNITED STATES POSTAL SERVICE
U.S. MAIL

Handbook PO-514
June 1989

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U.S. Postal Service
Washington, DC 20260-7135

A. Explanation

This new Handbook PO-514, *Express Mail Military Service*, transmits official postal policy and procedural guidelines for USPS and military personnel responsible for accepting, processing, dispatching, and delivering Express Mail Military Service (EMMS).

B. Distribution

1. Initial.

This issue is being distributed directly to transportation management service centers (TMSCs), regions, and field divisions.

2. Additional Copies.

Order any necessary additional copies of this handbook from your materiel distribution (supply) center on Form 7380, *MDC Supply Requisition*.

C. Comments and Questions

1. Content.

Address any comments or questions regarding the content of this handbook to:

INTERNATIONAL AND MILITARY MAIL OPERATIONS DIVISION
OFFICE OF TRANSPORTATION AND INTERNATIONAL SERVICES
USPS HEADQUARTERS ROOM 7331
WASHINGTON DC 20260-7135

2. Clarity.

Send any suggestions regarding the language or organization of this handbook to:

DOCUMENT CONTROL DIVISION
USPS HEADQUARTERS ROOM 2800
WASHINGTON DC 20260-1571

D. Issuances Rescinded

This issuance of Handbook PO-514 replaces the Military Postal Service Agency (MPSA) EMMS Letter of Instruction (LOI) dated February 2, 1988, and the Procedures Handbook For Military Post Offices (NER - 3/86).

E. Effective Date

This material is effective upon receipt.

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Assistant Postmaster General
Delivery, Distribution, and Transportation Department

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Chapter 1
Introduction

110 Purpose

Express Mail Military Service (EMMS) provides a premium expedited mail service for Department of Defense personnel stationed overseas. EMMS is available both from the United States to military APO/FPO addresses (CONMIL) and from APO/FPO addresses to the U.S. (MILCON). As part of the Postal Service's Express Mail service, EMMS must be given expeditious distribution, dispatch, and delivery over all other classes of mail. As with domestic and international Express Mail, except for outside pieces, EMMS is dispatched exclusively in highly visible blue and orange equipment for easy identification and expeditious handling. A special EMMS routing tag uniquely identifies an Express Mail pouch as containing Military Express Mail to preclude it from being erroneously delivered to a foreign postal system.

120 Scope

The following guidelines provide U.S. Postal Service and military personnel with a systematic EMMS procedural reference. Use of a single source, integrated reference enables both U.S. Postal Service employees and military personnel to accept, process, dispatch, and deliver EMMS in a structured environment with common terminology. This document is consistent with the *Domestic Mail Manual* (DMM) and supercedes the Military Postal Service Agency (MPSA) EMMS Letter of Instruction (LOI) dated February 2, 1988, and Procedures Handbook For Military Post Offices NER-3/86.

130 Responsibilities

131 U.S. Postal Service

131.1 General. The director, Office of Transportation and International Services, U.S. Postal Headquarters, must coordinate with the appropriate functional managers to ensure required support is provided to the Department of Defense by the Postal Service. The Postal Service will provide the following support:

a. Furnish training and on-site assistance to the Department of Defense in the acceptance, handling, and dispatch of Express Mail Military Service shipments.

b. Furnish to the Department of Defense all supplies and equipment necessary for providing Express Mail Military Service.

c. Produce and provide to the Department of Defense advertising and promotional materials for Express Mail Military Service. In addition, promote Express Mail Military Service domestically.

d. Monitor and report periodically to the Department of Defense the service performance of Express Mail Military Service.

e. Arrange for the acceptance, processing and delivery of Express Mail Military Service shipments in the United States.

f. Arrange for the transportation of Express Mail Military Service shipments to overseas postal facilities to and from commercial terminals in the United States. However, when operational requirements dictate, the Department of Defense may make direct arrangements for the transportation of Military Express Mail to or between designated overseas points on a short term, temporary basis.

g. Provide inbound and outbound transportation of Express Mail Military Service shipments between postal concentration centers and military or commercial air or surface carriers.

h. Develop and administer an operating plan at each USPS facility for Express Mail Military Service shipments in the possession of the Postal Service, or transportation arranged for by the Postal Service, that ensures delivery is made in accordance with Chapter 3 of this publication.

131.2 Headquarters

131.21 Office of Transportation and International Services. The director, Office of Transportation and International Services, as U.S. Postal Service liaison with the Department of Defense, has national program management oversight for the EMMS program. The national program manager, appointed by the director, is responsible for coordinating the needed support of the various U.S. Postal Service/Department of Defense functional areas to ensure the success of the EMMS program.

131.22 Transportation Management Service Centers (TMSCs). TMSCs are responsible for providing routing information (National Air and Surface System (NASS) documents) and proper APO/FPO make-up and labeling lists to appropriate EMMS dispatch personnel at airport mail facilities and general mail facilities. TMSCs also provide each field division/management sectional center with customized EMMS network directories reflecting the destinations logistically supportable for that division/MSC based on its transportation to the origin AMF/EMMS gateway exchange office.

131.3 Regions. Regions are responsible for monitoring EMMS service performance and initiating appropriate action to ensure the divisions in their service areas are adhering to established EMMS policy and procedures in order to ensure the highest quality EMMS service. Once the divisions are issued logistically supportable directories by the TMSC, the regions review electronic marketing reporting system (EMRS) reports to determine if guaranteed two-day pieces are being accepted after cut-off without being annotated (second day delivery box checked and circled) for third day delivery, if three day pieces are being accepted without second day delivery box checked and circled, or if off-net pieces are being accepted. Regions must support and execute marketing strategies to achieve established EMMS volume and revenue objectives.

131.4 Divisions

131.41 General. Field divisions are responsible for accepting, processing, dispatching, and delivering EMMS shipments according to prescribed policy and procedures established in this handbook. Field divisions are also responsible for selecting which of their offices are to be EMMS acceptance offices and providing this information to their TMSCs. Selected acceptance offices must not implement this program until such time as they are provided with routing/transportation to their EMMS gateway exchange office and a network directory customized for their office. The information provided in these reports must be strictly adhered to, and *shipments to off-net APO/FPO destinations must not be accepted.* Divisions are responsible for monitoring EMMS service performance through the electronic marketing reporting system (EMRS) to determine what corrective action is required to maintain 95% on time service performance.

131.42 International Civil and Military Mail Coordinators (IMMC). The international civil and military mail coordinators are TMSC employees and as such report to the TMSC manager. They are assigned to the following TMSCs:

Region	TMSC
Northeast	New York TMSC
Eastern	Washington TMSC
Southern	Jacksonville TMSC
Central	Chicago TMSC
Western	San Francisco TMSC

IMM coordinators are responsible for the following activities:

a. Review the EMMS operating plan established at each EMMS gateway exchange office for compliance with national policy on service commitment and ensure that the plan is being met on a routine basis. Report the results of the review to the facility manager, division manager, and the International and Military Mail Operations Division, U.S. Postal Service Headquarters.

b. Monitor processing of EMMS, both inbound and outbound, to ensure compliance with service commitments. Recommend corrective measures to operations managers where necessary.

c. Monitor compliance with established EMMS policy and procedures within the region.

d. Review distribution and routing of outbound EMMS from origin office to EMMS gateway exchange office to APO/FPO destination, as well as processing operations at military gateway offices of inbound EMMS. Identify and correct problem areas by reporting deficiencies to the appropriate operations manager and follow-up monitoring to ensure the deficiencies have been corrected.

e. Review EMMS dispatch reports established for each EMMS gateway exchange office and AMFs which dispatch to or through the gateway office to determine compliance with dispatch criteria and compliance with designated routings. Conduct this task for all TMSCs within the region.

f. Coordinate and resolve problems with local customs officials involving the processing of EMMS.

g. Coordinate requirements for EMMS equipment, tags, labels and forms with local facilities and exchange offices.

h. Respond to inquiries involving service issues regarding EMMS raised by private individuals, governmental agencies, the Congress, Military Postal Service Agency, and foreign postal administrations.

i. Coordinate resolution of EMMS problems between the Joint Military Postal Activities and appropriate field managers.

132 Department of Defense

132.1 Military Postal Service Agency (MPSA)

132.11 General. MPSA establishes policy and service requirements for the Department of Defense (DoD) on EMMS matters in coordination with the U.S. Postal Service.

132.12 MPSA Transportation Division (MPSA-TR). MPSA-TR is the single point of contact for the Department of Defense with USPS Headquarters, concerning EMMS matters. (Exception: USPS may work directly with the responsible military overseas command on an operational EMMS matter that has been previously coordinated and concurred with by MPSA. In all cases, MPSA-TR will be an information addressee on all correspondence).

132.13 MPSA Operations Division (MPSA-OP). MPSA-OP is responsible for establishing DoD policy and procedures regarding MPO finance window operations, supplies, and equipment required to support EMMS and for submitting all procedures and policy matters to the International and Military Mail Operations Division, U.S. Postal Service Headquarters, for inclusion into this joint publication.

132.14 MPSA Plans, Programs, and Resource Management Division (MPSA-PP). MPSA-PP is responsible for establishing DoD policy for the use of Express Mail by official mailers. This guidance is provided for official mail managers in DoD 4525.8, "DoD Official Mail Manual."

132.2 Joint Military Postal Activity (JMPA). JMPAs are a communication link between overseas postal units and international civil and military mail coordinators to resolve dispatch and routing questions, service standards, problems, and service interruptions of EMMS due to strikes, airport closures, local customs delay, or volume backup.

132.3 Postal Major Command (MACOM). Postal MACOMs must:

a. Provide routine training on acceptance, handling and dispatch of Express Mail Military Service. Special EMMS training needs should be coordinated through the director, Office of Transportation and International Services, U.S. Postal Service Headquarters.

b. Provide, at no cost to the Postal Service, advertising space in armed forces publications and air time on armed forces broadcasts, for Express Mail Military Service promotional material devel-

oped by the Marketing Department, U.S Postal Service Headquarters.

c. Provide the logistical and administrative support necessary for providing Express Mail Military Service outside the United States.

d. Arrange for the acceptance, processing and delivery of Express Mail Military Service shipments within designated overseas postal areas, facilities or locations.

e. Arrange for the transportation of Express Mail Military Service shipments from overseas postal facilities to terminals in the United States and between military postal activities within overseas areas based on the transportation policy guidelines provided by the U.S. Postal Service.

f. Develop and administer an operating plan for handling Express Mail Military Service shipments in the possession of military post office personnel, or military mail transportation, that ensures delivery is made in accordance with Chapter 3 of this publication. Submit a copy of the EMMS operating plan to the Transportation Division, MPSA.

g. Provide the Transportation Division, MPSA, with a compiled listing of dates no later than December 15 of each year, for which their MPOs will be closed for mail delivery during the next calendar year. MPSA forwards this information to the International and Military Mail Operations Division, U.S. Postal Service Headquarters, for inclusion in the USPS network directory closure listing of federal holiday observance dates.

h. MACOMs must inform USPS, through MPSA, of surface transportation from airports to MPOs that change the EMMS critical entry time (CET) to any location. It is imperative that the International and Military Mail Operations Division, USPS Headquarters, be notified 15 days in advance of any proposed changes to military surface vehicles so that adjustments to EMMS CETs can be made if necessary.

132.4 Military Post Office (MPO), General Support Unit (GSU), Military Mail Terminal (MMT) and Fleet Mail Center (FMC). MPOs, GSUs, MMTs, and FMCs are responsible for coordinating with and advising JMPAs (through their appropriate postal MACOM) of their operating hours, transportation requirements (air and surface), and known future transportation changes that may cause delays, shortfalls, etc. JMPAs should provide this information to their respective IMM coordinator.

133 Air Carriers

133.1 General. Air carriers are responsible for handling EMMS in accordance with the guidelines in the following sections. See Exhibit 133.1 for a summary of air carrier responsibilities in a decision logic table.

133.2 Loose-Loaded EMMS Policy. The general policy is that air carriers will loose-load Express Mail Military Service (EMMS). EMMS must be boarded last on the aircraft at origin, and removed first from the aircraft at destination.

133.3 Containers. If an air carrier wishes to containerize EMMS, the air carrier must:

a. Request an exemption to the loose-load policy from the International and Military Mail Operations Division, USPS Headquarters.

b. As part of being granted an exemption to the loose-load policy, the air carrier agrees to identify the unit load devices (ULDs) which contain EMMS by load advisal message or use of a Label 86, *Express Mail Military Service*, affixed to the container placard. In requesting an exemption to the loose-load policy, the air carrier must specify which method of container identification it will use.

133.4 Delivery to Military Mail Terminal (MMT)/Air Mail Facility (AMF). Whether loose-loaded or containerized, EMMS must be part of the first wave of delivery to a military mail terminal. The first wave of delivery must arrive at the MMT/AMF no later than two hours of the aircraft block time. For U.S. destinating EMMS, air carriers are required to deliver EMMS to air mail facilities within the time mail is due to USPS for that airstop.

Rule	EMMS is tendered to an air carrier	and	Air carrier personnel must:
1	USPS tenders the EMMS loose sack	The carrier opts to load the EMMS into a container	a. Identify the container by load advisal message or affixing Label 86, *Express Mail Military Service*, on the ULD/cargo mail tag. b. Ensure the container containing EMMS is part of the first wave of delivery and arrives at the military mail terminal within two hours of the aircraft block time and by the time the mail is due USPS at a U.S. air mail facility.
2	The carrier transports the EMMS loose-load to final destination.	a. The destination is a U.S. airstop. b. A planeside operation exists. c. The destination is an overseas airstop.	a. Maintain the urgency of delivery: last on, first off. b. Offload EMMS first and present to postal employees or military personnel. c. Ensure that the EMMS is part of the first wave of delivery and arrives within two hours of the aircraft block time.
3	All classes of mail are being boarded.	The mail tendered exceeds the capacity of the aircraft.	Give Express Mail top priority over other mail and cargo.
4	The air carrier has possession of EMMS.	The flight is late or is cancelled.	Handle the mail in accordance with the procedures in Handbook T-7, *Handling, Dispatching, and Transporting Military Mail by Air*.

Exhibit 133.1
Air Carrier Responsibilities

133.5 Placement on Cart/in Container. If loose-loaded, place the EMMS on top of or beside the other mail on the cart. If containerized, load the EMMS on top of all other mail within the container.

133.6 Boarding Priority. All Express Mail must have the highest boarding priority over other classes of mail and cargo. Also, Express Mail must be the last class of mail removed from the aircraft because of space constraints.

133.7 Planeside Operation. Air carriers are expected to offload and present EMMS to USPS employees or military personnel when a planeside operation exists so that EMMS is the first mail offloaded from the aircraft. Air carriers must be given sufficient notice prior to implementation of a planeside operation.

133.8 Late Operations/Flight Cancellations. Handle late operations or flight cancellations in accordance with the procedures specified in Handbook T-7, *Handling, Dispatching, and Transporting Military Mail By Air*.

140 Service Standards

141 General

EMMS has a two tier level of service. The difference between the two levels of service is the logistical supportability of two or three day delivery service. Tier 1 destinations are logistically supportable for 3:00 P.M. delivery or availability

for 3:00 P.M. (1500) delivery the second day after acceptance. Tier 2 destinations are not logistically supportable for 3:00 P.M. delivery or availability for 3:00 P.M. delivery the second day after acceptance because of mail transportation schedules. However, the Tier 2 destinations are logistically supportable for the third day after acceptance. The cut-off time for Tier 2 destinations is the last dispatch of value on the day of acceptance. No military post office is included in the CONMIL EMMS network unless it can be reached in time for delivery before 3:00 P.M. the day following dispatch from the U.S. gateway AMF. For MILCON EMMS, the U.S. post offices that are on the two-day EMMS network are those offices that are on the next-day domestic Express Mail network of the U.S. gateway AMF. The U.S. post offices that are on the three-day EMMS network are those post offices that are on the second-day domestic Express Mail network of the U.S. gateway AMF. No military post office can accept EMMS unless it can reach the U.S. gateway AMF the day following dispatch in time to meet the critical entry times for that gateway AMF's dispatches for its next-day and second-day domestic Express Mail networks. See Exhibit 141 for CONMIL Express Mail Military Service delivery commitments.

Note: Do not confuse three day service with off-net destinations. Off-net destinations are not logistically supportable for two- or three-day service, and therefore EMMS shipments to such destinations are prohibited.

142 Tier 1 - Two-Day Standard

Tier 1 is a two-day service and is:

a. (For CONMIL service) available for delivery at authorized MPOs by 1500 hours of the second day after mailing unless the MPO is closed that day, in which case delivery will occur on the next MPO business day.

b. (For MILCON service) available to an addressee within the delivery area of designated U.S. post offices by 3:00 P.M. on the second day after mailing.

Note: If an EMMS piece is accepted after the listed cut-off time of an MPO or U.S. post office, the service standard is three days, i.e., by 1500 or 3:00 P.M. the third day after mailing.

143 Tier 2 - Three-Day Standard

Tier 2 is a three-day level of service and is:

a. (For CONMIL service) available for delivery at authorized MPOs by 1500 hours of the third day after mailing unless the MPO is closed that day, in which case delivery will occur on the next MPO business day.

b. (For MILCON service) delivery attempted to an addressee within the delivery area of designated U.S. post offices by 3 P.M. on the third day after mailing.

Note: In all cases, the day of acceptance is referred to as day 0.

2-Day CONMIL
Express Mail Military Delivery Commitment

*U.S. Acceptance Day	Europe/Panama Destination Delivery Day Chart	Pacific Theater Destination Delivery Day Chart		
		**		U.S. Equiv. Day
Monday	Wednesday	Thursday	=	Wednesday
Tuesday	Thursday	Friday	=	Thursday
Wednesday	Friday	**Monday	=	Sunday
Thursday	Monday	Monday	=	Sunday
Friday	Monday	Monday	=	Sunday
Saturday	Monday	Tuesday	=	Monday
Sunday	Tuesday	Wednesday	=	Tuesday

3-Day CONMIL
Express Mail Military Delivery Commitment

Monday	Thursday	Friday	=	Thursday
Tuesday	Friday	**Monday	=	Sunday
Wednesday	Monday	Monday	=	Sunday
Thursday	Monday	Monday	=	Sunday
Friday	Monday	Tuesday	=	Monday
Saturday	Tuesday	Wednesday	=	Tuesday
Sunday	Wednesday	Thursday	=	Wednesday

* Includes Holidays

** If delivery service is not available on military bases on Saturdays, Sundays, and holidays, actual delivery will take place on the next business day.

Note: Any delays caused by Customs Inspection voids the delivery guarantee.

Exhibit 141
CONMIL EMMS Delivery Commitments

144 Postage Refund Guarantees

144.1 MPO Destinating EMMS (CONMIL)

144.11 If accepted at a U.S. post office for second day delivery *prior* to the listed EMMS cut-off, and the MPO is open for business, then available for delivery by 1500 on day 2 is the guaranteed service.

144.12 If accepted at a U.S. post office *after* the listed EMMS cut-off, and the MPO is open for business, then available by 1500 on day 3 is the guaranteed service.

144.13 If accepted at a U.S. post office for third day and the MPO is open for business, then available for delivery by 1500 on day 3 is the guaranteed service.

144.14 Under 144.11, 144.12, or 144.13, if the MPO is *closed*, then the guaranteed service is by 1500 the next business day.

144.2 CONUS Destinating EMMS (MILCON)

144.21 If accepted for two day service at an MPO prior to the listed EMMS cut-off, then the guaranteed service is delivery by 3:00 P.M. on day 2.

144.22 If accepted at an MPO after the listed EMMS cut-off, then the guaranteed service is delivery by 3:00 P.M. on day 3.

144.23 If accepted at an MPO for three day, then the guaranteed service is delivery by 3:00 P.M. on day 3.

Note: USPS delivers Express Mail on weekends and holidays.

150 EMMS Networks

151 Adding an APO/FPO to the EMMS Network

To add an APO/FPO to the EMMS network:

a. MACOMS must recommend to MPSA any APOs/FPOs they wish added to the EMMS network directory. These requests must specify:

(1) Hours of operation of facilities involved (AMT/GSU/MPOs).

(2) Transportation routings and frequency to/from the servicing GSU/AMT and airport.

Note: A minimum of five day service must be provided.

b. MPSA must coordinate the proposed addition request with the International and Military Mail Operations Division, USPS Headquarters, for joint approval or disapproval of service. Upon approval, USPS HQ must ensure subsequent quarterly editions of the CONUS network directories are updated to include the added MPO locations.

152 Deleting an APO/FPO from the EMMS Network

To delete an APO/FPO from the EMMS network:

a. MACOMS must recommend to MPSA MPO sites that should be removed from the EMMS Network. Some reasons for deletion requests may be, but are not limited to:

(1) transportation changes: the APO/FPO is no longer logistically supportable.

(2) the method of delivery to an APO/FPO is not under the control of the U.S. military.

(3) the military base which the APO/FPO services is closed.

Note: Service performance scores *are not* in and of themselves a valid reason for deletion of an APO/FPO from the Network. However, poor service performance scores are a symptom of a deficiency which should prompt a conscious management review to determine the cause of the poor performance and take the necessary action to correct it.

b. MPSA must coordinate the request for deletion of the APO/FPO with the International and Military Mail Operations Division, USPS Headquarters, for joint approval of the request. Upon approval, HQ USPS will terminate service

and make corrections to CONUS Network Directories within 90 days of approval of deletion.

160 EMMS Supplies

161 U.S. Postal Service

Order all Express Mail Military Service supplies on Form 7380, *Supply Center Requisition*, during the regular requisition cycle. See Exhibit 161 for sample EMMS supplies and special Express Mail containers.

162 Department of Defense

162.1 Expendable Equipment

162.11 General. Obtain expendable Express Mail supplies as indicated in Exhibit 162.11. APO/FPOs serviced by JMPA-PAC must submit requisitions to the materiel distribution center in Topeka, KS. APO/FPOs serviced by JMPA-ATL must submit requisitions to the materiel distribution center in Somerville, NJ. Following are the distribution center addresses:

MATERIEL DISTRIBUTION CENTER
ROUTE 206 V. A. SUPPLY DEPOT
SOMERVILLE NJ 08877-0001

MATERIEL DISTRIBUTION CENTER
HWY 75 SOUTH AT MONTARA PKWY
TOPEKA KS 66624-9998

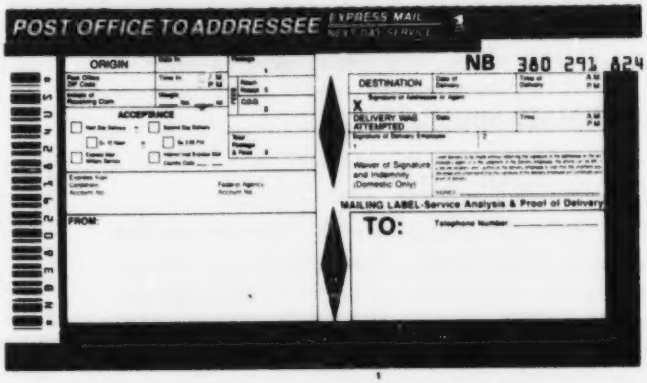
162.12 Emergency Requisitions. When an emergency requisition is warranted, the servicing JMPA may obtain small quantities of expendable supplies from the servicing gateway Express Mail manager. JMPAs must coordinate with the Express Mail manager to fill the request and notify the requesting unit of delivery timeframe by return message.

162.2 Empty Equipment. Requisition empty Express Mail pouches or sacks on a quarterly basis through the MACOM to the serving gateway JMPA. JMPAs must coordinate with the local AMF to fill the request and notify the requesting unit of delivery mode/timeframe by return message.

162.3 Inventory Control. Inventory control procedures must be maintained at the MPO to ensure that necessary supplies for EMMS are on hand and forecasted properly. Maintain Form 1586, *Supply Record*, for each supply item used for EMMS supplies.

Label 11-B

Every piece of Express Mail *must* have this special label attached. It immediately alerts every postal worker that the item requires expedited handling and delivery. The label also provides all information required to complete delivery and to monitor performance and revenues.

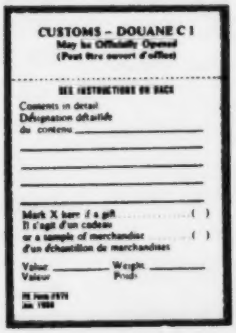


Label 86

Used to cover the words "Next Day" on Express Mail containers and to identify outsides as containing Express Mail Military Service.

Customs Label (PS Form 2976)

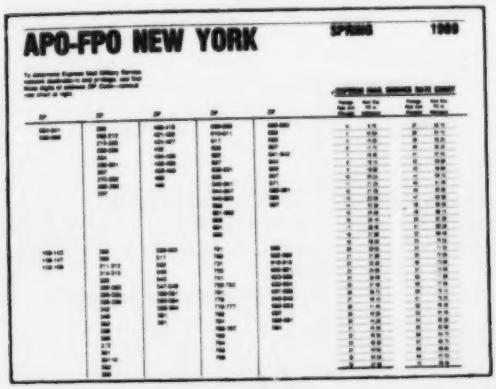
This form must be completed and affixed to any item containing merchandise. Follow the standard procedures used for Parcel Post mail.



Express Mail Sack

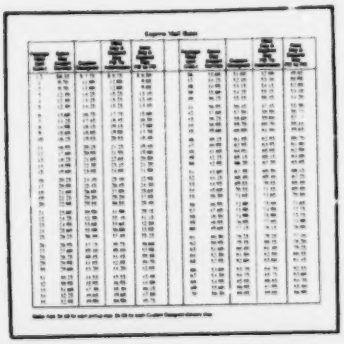
This distinctive orange and blue lightweight mail sack is used exclusively for Express Mail transportation within the Postal system. Never place other classes of mail in this sack and never place Express Mail items in any other mail sack.

Exhibit 161 (p. 1)
Sample EMMS Supplies



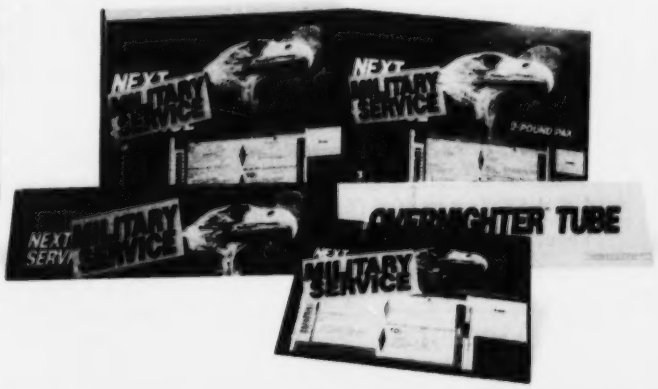
Network Directory

Every Express Mail Acceptance Facility must use a Network Directory. This customized data shows every delivery point that can be reached from the accepting unit *within* the service standard. The Network Directory used by military post offices will be based on their Gateway USA air terminal.



Express Mail Rate Chart

The correct postage for an Express Mail piece must be obtained from a current Express Mail Rate Chart.



Special Express Mail Containers

The U.S. Postal Service offers special shipping containers for the most common types of Express Mail shipments.

The Overnighter* envelope. An envelope which protects papers, photos, etc. from being bent or folded. It can be used for letters and other smaller shipments weighing up to 2 lbs. (9½″ × 12½″).

The 2-Pound Pak.™ Made of a tough, tear-resistant material, it accommodates most letters, documents, and other small items up to 2 lbs. (12″ × 15½″).

The Overnighter* box. Ideal for heavier items such as computer printouts, tapes, merchandise, etc. (3¼″ × 12½″ × 15¼″).

The Overnighter* tube. Perfect for drawings, maps, blueprints, etc. (4½″ triangular × 37″).

All packages are available at no additional cost from your Express Mail post office. *The MILITARY SERVICE sticker (Label 86) will be applied to your package during acceptance.*

You may use your own packaging. It must not exceed 50 lbs. in weight or exceed 108 inches in combined length and girth, and it should not be smaller than the Express Mail service label being used to send it.

Other maximum physical limitations may apply to individual APO/FPO ZIP Codes. Your Express Mail acceptance post office will ensure that Express Mail addressed to an APO/FPO does not exceed any size or weight restrictions.

*Packages to overseas APO/FPO addresses are considered delivered when the article is signed for by military post office personnel. When military post offices are closed, delivery will be accomplished on the next business day.

Exhibit 161 (p. 2)
Sample EMMS Supplies

Rule	You are Requisitioning	Unit of Issue	Then	Submit to
1	Label 11-B. *Post Office to Addressee*	ea	Requisition on Form 7380 (DOD 4525.6-C)	TOPEKA MATERIEL DISTRIBUTION CENTER HWY 75 SOUTH MONTANA PKWY TOPEKA KS 66624-9998
	Label 41. *Penalty Label Open Return Address for U.S. Post Office*	pd		or
	Label 63. *Express Mail Outside Shipment*	ea		Somerville Materiel
	Label 63. *Express Mail Outside Shipment*	sh		Distribution Center
	Label 86. *Express Mail--Military Service* (Yellow)	pd		ROUTE 206 V.A. SUPPLY DEPOT
	EP-13A Overnighter Envelope	ea		SOMERVILLE NJ 08877-0001
	EP-13B Cust Rtn Recpt Envel	ea		
	EP-13C 2 Pound Envelope	ea		As Appropriate
	0-1093 Overnighter Box	ea		(See 162.11)
	0-1094 Overnighter Tube	ea		
	Sign 105. *Express Mail Acceptance Office*	ea		
	Form 3533. *Application and Voucher for Refund of Postage and Fees*	sh		
	Form 5690. *Express Mail Application for Indemnity*	pd		
	Tag 176. *Express Mail--Military Service*	ea		
	Poster 223. *Express Mail Military Service--Army*(24 x 36)	ea		
	Poster 223-A. *Express Mail Military Service--Army*(14 x 21)	ea		
	Poster 224. *Express Mail Military Service--Air Force* (24 x 36)	ea		
	Poster 224-A. *Express Mail Military Service--Air Force* (14 x 21)	ea		
	Poster 225. *Express Mail Military Service--Marines (24 x 36)*	ea		
	Poster 225-A. *Express Mail Military Service--Marines* (14 x 21)	ea		
	Poster 226. *Express Mail Military Service--Navy* (24 x 36)	ea		
	Poster 226-A. *Express Mail Military Service--Navy* (14 x 21)	ea		

Exhibit 162.11 (p. 1)
Requisitioning Expendable EMMS Supplies

Rule	You are Requisitioning	Unit of Issue	Then	Submit to
2	EMMS Slide Labels	ea	Requisition on Form 1578-B, *Requisition for Non-Standard Facing Slips or Labels* (See DOD 4524.6-C)	Topeka or Somerville Materiel Distribution Center as appropriate
3	EMMS network directory	ea	Requisition by letter	Your gateway Express Mail manager
	Poster-Customs	ea		
	EMMS Acceptance Procedures Chart	ea		
4	Express Mail Pouch Sack	bun	Requisition by letter	Thru MACOM to serving JMPA
5	Small Quantities of EMMS Supplies on Emergency Basis		Requisition by serving JMPA	Priority Message

Exhibit 162.11 (p. 2)
Requisitioning Expendable EMMS Supplies

Chapter 2
Acceptance Procedures

210 U.S. Postal Service

211 Acceptance Employees

See Exhibit 211 for a summary of USPS acceptance procedures. Upon presentation of an EMMS shipment for mailing, the acceptance employee must:

a. Determine that the item is mailable, i.e., not hazardous, restricted, or perishable as defined in USPS Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter.*

b. Determine that the item is destined to a 5 digit APO/FPO ZIP Code to which EMMS is offered from the point of origin. Base this determination on the current EMMS directory. Exhibit 211(b) (pgs. 1-6) contains all APO/FPO destinations to which EMMS is available, however acceptance personnel *must* refer to their local EMMS directory to determine whether a particular APO/FPO is a two day or three day destination from their office. Use Exhibit 211(b) (pg. 7) to determine the restriction codes on pgs. 1-6.

Note: Acceptance personnel may not accept EMMS shipments for APO/FPO ZIP Codes not on the local EMMS network directory as Express Mail. Recommend the use of Priority Mail.

c. Upon determining that the APO/FPO ZIP Code is on the local EMMS network directory, the acceptance employee must then determine if the item should be accepted for two or three day Express Mail Military Service, check the second day delivery box for two day and check and *circle* the second day delivery box for three day.

d. The acceptance employee must then ascertain what restrictions apply to that particular military address and what custom declaration forms are necessary. (See the table entitled, "Conditions Applied to Mail Addressed to Military Post Offices Overseas," which is printed and updated regularly in the *Postal Bulletin*). If off-net shipments are received through other sources such as collection boxes, do not return the shipments to sender. Instead provide the best available expedited service to the EMMS gateway office.

212 Gateway Exchange Offices (Off-Net)

EMMS gateway exchange offices must adhere to the following procedures for off-net pieces:

a. Complete the delivery information on the "Service Analysis and Proof of Delivery" copy of Label 11-B, *Express Mail Next Day Service Post Office to Addressee*, with the appropriate date and time of delivery to the EMMS gateway office. The processing clerk will print his/her name in the "Signature of Addressee or Agent" block of Label 11-B.

b. Remove the "Service Analysis and Proof of Delivery" copy of the Label 11-B and make a photocopy. Forward the label, along with a memo of the disposition of the shipment, via Express Mail, to the respective USPS Express Mail manager of the parent APO/FPO post office for entry into EMRS. For labels:

Addressed to:	Send to:
APO/FPO NY	EXPRESS MAIL MANAGER JAF BUILDING ROOM 5008 NEW YORK NY 10199-9606
APO/FPO MIA	EXPRESS MAIL MANAGER AIRPORT MAIL FACILITY MIAMI FL 33159-9998
APO/FPO SEA	EXPRESS MAIL MANAGER 415 FIRST AVENUE NORTH SEATTLE WA 98109-9998

APO/FPO SFO EXPRESS MAIL MANAGER
AIRPORT MAIL FACILITY
SAN FRANCISCO CA
94128-2800

c. Forward the photocopy of the "Service Analysis and Proof of Delivery" copy of the Label 11-B along with a memo of the disposition of the shipment, to the respective USPS Express Mail manager/coordinator of the originating MSC. The Express Mail manager/coordinator must keep a record of the "off net" acceptance and forward the memo and photocopy of the "Service Analysis and Proof of Delivery" copy of Label 11-B to the manager at the origin acceptance unit. The Express Mail manager/coordinator may wish to advise the customer of the disposition, especially if the "off net" shipment came from a collection box. The manager at the acceptance unit must advise the acceptance employee of the correct acceptance procedure.

d. Endorse the piece "Not Express Mail. Treat as Priority Mail."

Rule	An EMMS Article is Presented for Mailing and	Then the Service Standard is:	The Accepting Clerk must:
1	The 5-digit APO/FPO ZIP Code for the delivery address *is* reflected in your current two-day EMMS network directory and the EMMS piece is presented before your listed cut-off time.	Second Day Delivery. (Unless the APO/FPO is closed on that day, in which case, the shipment will be delivered on the next business day.)	In the "acceptance" section of Label 11-B: 1. Check the "Second Day Delivery" box. 2. Check the "by 3:00 P.M." box. 3. Check the "Express Mail Military Service" box.
2	The EMMS piece *is* presented after your listed two-day cut-off time and the 5 digit APO/FPO ZIP Code *is* reflected in your current EMMS network directory.	Third Day Delivery. (Unless the APO/FPO is closed on that day, in which case, the shipment shipment will be delivered on the next business day.)	In the "acceptance" section of Label 11-B: 1. Check and circle the "Second Day Delivery" box. 2. Check the "by 3:00 P.M." box. 3. Check the "Express Mail Military Service" box.
3	The 5-digit APO/FPO ZIP Code for the delivery address *is* reflected in your current three-day EMMS network directory.	Third Day Delivery. (Unless the APO/FPO is closed on that day, in which case, the shipment shipment will be delivered on the next business day.)	In the "acceptance" section of Label 11-B: 1. Check and circle the "Second Day Delivery" box. 2. Check the "by 3:00 P.M." box. 3. Check the "Express Mail Military Service" box.
4	The 5-digit APO/FPO ZIP Code for the delivery address *is not* reflected in your EMMS network directory.	No EMMS service is available.	Advise the customer that EMMS is not available and suggest that First-Class or Priority Mail be used.

Exhibit 211
USPS Acceptance Procedures

ZIP CODE	LABEL DIRECTS TO	AIR STOP CODE	RESTRICTIONS	COLLECTOR SACK	AIR STOP CODE
09007	APO SCHWETZINGEN GE 09007	FRA	B-C-D-U	APO HEIDELBERG GE 09102	FRA
09008	APO NIEDERRAD GE 09008	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09009	APO RAMSTEIN GE 09009	FRA	B-C-D-U	NONE	
09011	APO BRUNSSUM NL 09011	FRA	B1-C-F1	APO OFFENBACH GE 09082	FRA
09012	APO RAMSTEIN GE 09012	FRA	B-C-D-U	NONE	
09021	APO KAPAUN AS GE 09021	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09025	APO SCHWABISH HALL GE 09025	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09026	APO WILDFLECKEN GE 09026	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09028	APO SANDHOFEN GE 09028	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09029	APO BERCHTESGADEN GE 09029	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09031	APO KITZINGEN GE 09031	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09033	APO SCHWEINFURT GE 09033	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09034	APO BAUMHOLDER GE 09034	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09035	APO NEU ULM GE 09035	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09036	APO WURZBURG GE 09036	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09038	APO RIYADH SA 09038	RUH	B-E2-F-H1-R-U1	NONE	
09039	APO FRANKFURT GE 09039	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09045	APO KIRCHGOENS GE 09045	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09046	APO BOBLINGEN GE 09046	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09047	APO WERTHEIM GE 09047	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09050	APO BAD TOLZ GE 09050	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09052	APO ZWEIBRUCKEN GE 09052	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09053	APO GARMISCH GE 09053	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09054	APO KAISERSLAUTERN GE 09054	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09055	APO SHAPE BE 09055	BRU	B1	AMT BRUSSELS BE 09153	BRU
09056	APO WORMS GE 09056	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09057	APO RHEIN MAIN AB GE 09057	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09058	APO WORMS GE 09058	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09059	APO MIESAU GE 09059	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09060	APO FRANKFURT GE 09060	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09061	APO NELLINGEN GE 09061	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09063	APO HEIDELBERG GE 09063	FRA	B-C-D-L-U	APO HEIDELBERG GE 09102	FRA
09066	APO ERLANGEN GE 09066	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09067	APO KAISERSLAUTERN GE 09067	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09068	APO FURTH GE 09068	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09069	APO BREMERHAVEN GE 09069	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09070	APO ZIRNDORF GE 09070	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09074	APO FRIEDBERG GE 09074	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09075	APO BURTONWOOD UK 09075	MAN	B-C-U3	NONE	
09076	APO BUDINGEN GE 09076	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09077	APO BUTZBACH GE 09077	FRA	B-C-D	APO OFFENBACH GE 09082	FRA
09078	APO MUENSTER GE 09078	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09079	APO FRANKFURT GE 09079	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09080	APO BAD GODESBERG GE 09080	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09081	APO SCHWETZINGEN GE 09081	FRA	B-C-D-U	APO HEIDELBERG GE 09102	FRA
09082	APO OFFENBACH GE 09082	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09083	APO RAF UPBRIDGE UK 09083	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09086	APO KAEFERTAL GE 09086	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA

Exhibit 211(b) (p. 1)
APO/FPO Available Destinations
(Makeup and Labeling List)

ZIP CODE	LABEL DIRECTS TO	AIR STOP CODE	RESTRICTIONS	COLLECTOR SACK	AIR STOP CODE
09088	APO CHIEVRES AB BE 09088	BRU	B1	AMT BRUSSELS BE 09153	BRU
09090	APO FRANKFURT GE 09090	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09091	APO GELNHAUSEN GE 09091	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09092	APO NURNBERG GE 09092	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09093	APO NURNBERG GE 09093	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09094	APO RAMSTEIN AB GE 09094	FRA	B-C-D	NONE	
09095	APO GERMERSHIEM GE 09095	FRA	B-C-D-U	APO HEIDELBERG GE 09102	FRA
09097	APO RHEIN MAIN AB GE 09097	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09098	APO BAD AIBLING GE 09098	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09099	APO SECKENHEIM GE 09099	FRA	B-C-D-U	APO HEIDELBERG GE 09102	FRA
09102	APO HEIDELBERG GE 09102	FRA	B-C-D-U	APO HEIDELBERG GE 09102	FRA
09103	APO RHINEDAHLEN GE 09103	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09105	APO NURNBURG GE 09105	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09107	APO MOHRINGEN GE 09107	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09108	APO MUNICH GE 09108	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09109	APO HAHN GE 09109	FRA	B-C-D-U	NONE	
09110	APO DEXHEIM GE 09110	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09111	APO BAD KREUZNACH GE 09111	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09112	APO SORGHOF GE 09112	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09114	APO GRAFENWOHR GE 09114	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09120	APO WETHERSFIELD UK 09120	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09122	APO HAHN AB GE 09122	FRA	B-C-D	NONE	
09123	APO SPANGDAHLEM AB GE 09123	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09125	APO RAF FAIRFORD UK 09125	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09126	APO SPANGDAHLEM AB GE 09126	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09127	APO MILDENHALL UK 09127	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09128	APO VAIHINGEN GE 09128	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09130	APO SEMBACH AB GE 09130	FRA	B-C-D-U	NONE	
09131	APO VAIHINGEN GE 09131	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09132	APO BITBURG AB GE 09132	FRA	B-C-D-U	NONE	
09136	APO SEMBACH AB GE 09136	FRA	B-C-D	NONE	
09137	APO GOPPINGEN GE 09137	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09138	APO PIRMASENS GE 09138	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09139	APO BAMBERG GE 09139	FRA	B-C-D	APO FURTH GE 09696	FRA
09140	APO ILLESHEIM GE 09140	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09141	APO BAD HERSFELD GE 09141	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09142	APO SCHWABACH GE 09142	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09143	APO GEISSEN GE 09143	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09144	APO FISCHBACH GE 09144	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09146	APO FULDA GE 09146	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09150	APO GREENHAM COMMON UK 09150	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09151	AMT CHICKSANDS UK 09151	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09153	AMT BRUSSELS BE 09153	BRU	B1	AMT BRUSSELS BE 09153	BRU
09154	APO STUTTGART GE 09154	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09160	APO NELLINGEN GE 09160	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09162	APO ASCHAFFENBURG GE 09162	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09164	APO KARLSRUHE GE 09164	FRA	B-C-D-U	APO HEIDELBERG GE 09102	FRA
09165	APO HANAU GE 09165	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA

Exhibit 211(b) (p. 2)
APO/FPO Available Destinations
(Makeup and Labeling List)

ZIP CODE	LABEL DIRECTS TO	AIR STOP CODE	RESTRICTIONS	COLLECTOR SACK	AIR STOP CODE
09166	APO MANNHEIM GE 09166	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09169	APO GIESSEN GE 09169	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09171	APO MUENSTER GE 09171	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09172	APO OBERAMMERGAU GE 09172	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09173	APO HOHENFELS GE 09173	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09175	APO DARMSTADT GE 09175	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09176	APO HEILBRONN GE 09176	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09177	APO ANSBACH GE 09177	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09178	APO AUGSBURG GE 09178	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09179	APO LAKENHEATH UK 09179	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09180	APO LANDSTUHL GE 09180	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09182	APO BIEBELSTADT GE 09182	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09184	APO MUNICH GE 09184	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09185	APO MAINZ GE 09185	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09186	APO KAISERSLAUTERN GE 09186	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09188	APO FLORENNES BE 09188	FRA	B1	AMT FRANKFURT GE 09060	FRA
09189	APO PIRMASENS GE 09189	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09193	APO CHICKSANDS UK 09193	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09194	APO UPPER HEYFORD UK 09194	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09210	APO HARROGATE UK 09210	LBA	B-C-U3	NONE	
09211	APO DARMSTADT GE 09211	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09213	APO FRANKFURT GE 09213	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09215	APO HAMBURG GE 09215	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09220	APO WIESBADEN GE 09220	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09223	APO ATHENS GR 09223	ATH	A-B1-X1	AMT ATHENS GR 09253	ATH
09227	APO KAISERSLAUTERN GE 09227	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09229	APO KAISERSLAUTERN GE 09229	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09236	APO RAF MOLESWORTH UK 09236	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09238	APO ALCONBURY UK 09238	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09241	APO HIGH WYCOMBE UK 09241	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09245	APO MUNICH GE 09245	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09250	APO KATTRBACH KASERNE GE 09250	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09252	APO BAD KREUZNACH GE 09252	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09253	APO ATHENS GR 09253	ATH	A-B1-X1	AMT ATHENS GR 09253	ATH
09255	APO ATHENS GR 09255	ATH	A-B1-X1	AMT ATHENS GR 09253	ATH
09256	APO ELEFSIS GR 09256	ATH	A-B1-X1	AMT ATHENS GR 09253	ATH
09279	APO LUDWIGSBURG GE 09279	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09281	APO SCHWABISCH GE 09281	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09283	APO TORREJON SP 09283	MAD	B-U	AMT MADRID SP 09401	MAD
09285	APO MADRID SP 09285	MAD	NONE	AMT MADRID SP 09401	MAD
09305	APO NEUBRUECKE GE 09305	FRA	B-C-D-U	NONE	
09322	APO IDAR-OBERSTEIN GE 09322	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09325	APO KAISERSLAUTERN GE 09325	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
09326	APO ANSBACH GE 09326	FRA	B-C-D-U	APO F[illegible] GE 09696	FRA
09330	APO BAD KISSINGEN GE 09330	FRA	B-C-D-U	APO [illegible]BACH GE 0[illegible]	FRA
09333	APO SECKENHEIM GE 09333	FRA	B-C-D-U	APO HE[illegible] GE [illegible]	FRA
09351	APO ETTLINGEN GE 09351	FRA	B-C-D-U	APO HE[illegible]	FRA
09352	APO HERZOGENAURAUCH GE 09352	FRA	B-C-D-U	APO FURT[illegible]	FRA

Exhibit 211(b) (p. 3)
APO/FPO Available Destinations
(Makeup and Labeling List)

ZIP CODE	LABEL DIRECTS TO	AIR STOP CODE	RESTRICTIONS	COLLECTOR SACK	AIR STOP CODE
09353	APO WIESBADEN GE 09353	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09355	APO GARLSTEDT GE 09355	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09358	APO WIESBADEN GE 09358	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09359	APO ECHTERDINGEN GE 09359	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09360	APO KNIELINGEN GE 09360	FRA	B-C-D-U	APO HEIDELBERG GE 09102	FRA
09378	APO CROUGHTON UK 09378	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09401	APO MADRID SP 09401	MAD	B-U	AMT MADRID SP 09401	MAD
09403	APO HEIDELBERG GE 09403	FRA	B-C-D-U	APO HEIDELBERG GE 09102	FRA
09405	APO WOODBRIDGE UK 09405	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09407	APO MUNICH GE 09407	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09411	APO BINDLACH GE 09411	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09451	APO OBERURSEL GE 09451	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09452	APO AMBERG GE 09452	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09454	APO GOPPINGEN GE 09454	FRA	B-C-D-U	APO STUTTGART GE 09154	FRA
09455	APO BABENHAUSEN GE 09455	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09457	APO WIESBADEN GE 09457	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09458	APO AUGSBURG GE 09458	MUC	B-C-D-U	APO MUNICH GE 09108	MUC
09509	FPO LONDON UK 09509	LON	B-C	NONE	
09510	FPO LONDON UK 09510	LON	B-C-U3	NONE	
09520	FPO NAPLES IT 09520	NAP	B-C-F-U-X-X1	NONE	
09521	FPO NAPLES IT 09521	NAP	B-C-F-U-X-X1	NONE	
09522	FPO NSA GAETA IT 09522	NAP	B-C-F-U-X-X1	NONE	
09523	FPO SIGONELLA IT 09523	CTA	B-C-F-U-X-X1	NONE	
09524	FPO NAPLES IT 09524	NAP	B-C-F-U-X-X1	NONE	
09525	FPO NEA MAKRI GR 09525	ATH	A-B1-X1	AMT ATHENS GR 09253	ATH
09553	FPO LONDON UK 09553	LON	B-C	NONE	
09560	FPO NAS BERMUDA BD 09560	BDA	NONE	NONE	
09611	APO BERLIN GE 09611	BER	B-C-D-U	APO BERLIN GE 09742	BER
09633	APO LINDSEY AS GE 09633	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09634	APO LINDSEY AS GE 09634	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09666	APO MAINZ KASTERL GE 09666	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09667	APO BRUSSELS BE 09667	BRU	B1	AMT BRUSSELS BE 09153	BRU
09669	APO HESSISCH-OLD GE 09669	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09692	APO PREUM GE 09692	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09693	APO THESSSALONIKA GR 09693	ATH	A-B1-X1	NONE	
09694	APO COMISO IT 09694	CTA	B-C-F-U-X-X1	NONE	
09695	APO BUCHEL GE 09695	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09696	APO FURTH GE 09696	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09701	APO KITZINGEN GE 09701	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09702	APO SCHWEINFURT GE 09702	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09710	APO FRANKFURT GE 09710	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09711	APO DUESSELDORF GE 09711	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09712	APO RHEINBERG GE 09712	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09742	APO BERLIN GE 09742	BER	B-C-D-U	APO BERLIN GE 09742	BER
09751	APO CRAILSHEIM GE 09751	FRA	B-C-D-U	APO FURTH GE 09696	FRA
09755	APO BENTWATERS UK 09755	LON	B-C-U3	AMT CHICKSANDS UK 09151	LON
09757	APO FRANKFURT GE 09757	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09777	APO PARIS FR 09777	PAR	A-B-C-E	NONE	

Exhibit 211(b) (p. 4)
APO/FPO Available Destinations
(Makeup and Labeling List)

ZIP CODE	LABEL DIRECTS TO	AIR STOP CODE	RESTRICTIONS	COLLECTOR SACK	AIR STOP CODE
09794	APO ROME IT 09794	ROM	B-C-F-U-I-X1	NONE	
09801	APO WURZBURG GE 09801	FRA	B-C-D-U	APO OFFENBACH GE 09082	FRA
09807	APO GIESSEN GE 09807	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09860	APO ZWEIBRUCKEN GE 09860	FRA	B-C-D-U	AMT FRANKFURT GE 09060	FRA
09872	APO ZWEIBRUCKEN GE 09872	FRA	B-C-D-U	APO KAISERSLAUTERN GE 09227	FRA
34001	APO HOWARD AFB PM 34001	PTY	B	AMF MIAMI FL 340	MIA
34002	APO ALBROOK AFB PM 34002	PTY	B	AMF MIAMI FL 340	MIA
34003	APO QUARRY HTS PM 34003	PTY	B	AMF MIAMI FL 340	MIA
34004	APO FORT CLAYTON PM 34004	PTY	B	AMF MIAMI FL 340	MIA
34005	APO FORT WM DAVIS PM 34005	PTY	B	AMF MIAMI FL 340	MIA
34006	APO FORT KOBBE PM 34006	PTY	B	AMF MIAMI FL 340	MIA
34007	APO FORT AMADOR PM 34007	PTY	B	AMF MIAMI FL 340	MIA
34008	APO FORT ESPINAR PM 34008	PTY	B	AMF MIAMI FL 340	MIA
34009	APO ALBROOK AFB PM 34009	PTY	B	AMF MIAMI FL 340	MIA
34011	APO PANAMA CANAL COMM PM 34011	PTY	B	AMF MIAMI FL 340	MIA
34059	FPO FORT AMADOR PM 34059	PTY	B	AMF MIAMI FL 340	MIA
34060	APO FORT ESPINAR PM 34060	PTY	B	AMF MIAMI FL 340	MIA
34061	FPO NAVSTA RODMAN PM 34061	PTY	B	AMF MIAMI FL 340	MIA
96204	APO SEOUL KE 96204	SEL	A-B	APO YONGSAN KE 96301	SEL
96206	APO SEOUL KE 96206	SEL	A-B	APO YONGSAN KE 96301	SEL
96209	APO SYDNEY AS 96209	SYD	A-B-M-M-U	NONE	
96224	APO TONGDUCHON-NI KE 96224	SEL	A-B	AMT KIMPO KE 96276	SEL
96230	APO KADENA AB RI 96230	OKA	B-L-M-W	AMT KADENA RI 96239	OKA
96239	APO KADENA AB RI 96239	OKA	B-M-W	AMT KADENA RI 96239	OKA
96264	APO KUNSAN KE 96264	SEL	A-B	AMT KIMPO KE 96276	SEL
96270	APO YOKOTA AB JA 96270	TYO	B-M-W	AMT YOKOTA JA 96328	TYO
96271	APO PYONGTEAK KE 96271	SEL	A-B	AMT KIMPO KE 96276	SEL
96274	APO CLARK AB RP 96274	MNL	B-F-K	APO CLARK AB RP 96274	MNL
96276	APO KIMPO KE 96276	SEL	A-B	AMT KIMPO KE 96276	SEL
96286	APO CLARK AB RP 96286	MNL	B-F-K-L	APO CLARK AB RP 96274	MNL
96293	APO YOKOTA AB JA 96293	TYO	B-M-W	AMT YOKOTA JA 96328	TYO
96301	APO YONGSAN KE 96301	SEL	A-B	APO YONGSAN KE 96301	SEL
96302	APO YONGSAN KE 96302	SEL	A-B	APO YONGSAN KE 96301	SEL
96311	APO CLARK AB RP 96311	MNL	B-F-K-L	APO CLARK AB RP 96274	MNL
96328	APO YOKOTA AB JA 96328	TYO	B-M-W	AMT YOKOTA JA 96328	TYO
96343	APO CAMP ZAMA JA 96343	TYO	B-M-W	AMT YOKOTA JA 96328	TYO
96346	APO BANGKOK TH 96346	BKK	F-U	NONE	
96358	APO UIJONGBU KE 96358	SEL	A-B	AMT KIMPO KE 96276	SEL
96361	APO YOKOTA AB JA 96361	TYO	B-M-W	AMT YOKOTA JA 96328	TYO
96366	APO OSAN AB KE 96366	SEL	A-B	AMT KIMPO KE 96276	SEL
96367	APO KADENA AB RI 96367	OKA	B-L-M-W	AMT KADENA RI 96239	OKA
96371	APO KIMPO KE 96371	SEL	A-B	AMT KIMPO KE 96276	SEL
96408	APO CLARK AB RP 96408	MNL	B-F-K-L	APO CLARK AB RP 96274	MNL
96410	APO CLARK AB RP 96410	MNL	B-F-K-L	APO CLARK AB RP 96274	MNL
96431	APO CLARK AB RP 96431	MNL	B-F-K	APO CLARK AB RP 96274	MNL
96432	APO CLARK AB RP 96432	MNL	B-F-K	APO CLARK AB RP 96274	MNL
96434	APO CLARK AB RP 96434	MNL	P	APO CLARK AB RP 96274	MNL
96461	APO SUWON KE 96461	SEL	A-B	AMT KIMPO KE 96276	SEL

Exhibit 211(b) (p. 5)
APO/FPO Available Destinations
(Makeup and Labeling List)

ZIP CODE	LABEL DIRECTS TO	AIR STOP CODE	RESTRICTIONS	COLLECTOR SACK	AIR STOP CODE
96503	APO CAMP ZAMA JA 96503	TYO	B-M-W	AMT YOKOTA JA 96328	TYO
96524	APO CAMP STANLEY KE 96524	SEL	A-B	AMT KIMPO KE 96276	SEL
96528	APO MANILA RP 96528	MNL	B-F-K	NONE	
96570	APO OSAN KE 96570	SEL	A-B	AMT KIMPO KE 96276	SEL
96571	APO PYONGTAEK KE 96571	SEL	A-B	AMT KIMPO KE 96276	SEL
96650	FPO SUBIC BAY RP 96650	MNL	B-F-K	FPO SUBIC BAY RP 96650	MNL
96651	FPO SUBIC BAY RP 96651	MNL	B-F-K	FPO SUBIC BAY RP 96650	MNL
96652	FPO SUBIC BAY RP 96652	MNL	B-F-K	FPO SUBIC BAY RP 96650	MNL
96654	FPO CUBI POINT RP 96654	MNL	B-F-K	FPO SUBIC BAY RP 96650	MNL
98760	FPO YOKOHAMA JA 98760	TYO	B-M-W	FPO YOKOHAMA JA 98760	TYO
98761	FPO YOKOHAMA JA 98761	TYO	B-M-W	FPO YOKOHAMA JA 98760	TYO
98762	FPO YOKOSUKA JA 98762	TYO	B-M-W	FPO YOKOHAMA JA 98760	TYO
98765	FPO YOKOSUKA JA 98765	TYO	B-M-W	FPO YOKOHAMA JA 98760	TYO
98767	FPO ATSUGI JA 98767	TYO	B-M-W	FPO YOKOHAMA JA 98760	TYO
98768	FPO KAMISEYA JA 98768	TYO	B-M-W	FPO YOKOHAMA JA 98760	TYO
98770	FPO KADENA RI 98770	OKA	B-M-W	AMT KADENA RI 96239	OKA
98773	FPO KAWASAKI RI 98773	OKA	B-M-W	NONE	
98774	FPO CAMP FOSTER RI 98774	OKA	B-M-W	NONE	
98775	FPO CAMP KINSER RI 98775	OKA	B-M-W	NONE	
98776	FPO CAMP CORTNEY RI 98776	OKA	B-M-W	NONE	
98778	FPO CAMP KUWAE RI 98778	OKA	B-M-W	NONE	

Total number of ZIPS in this report = 261

Exhibit 211(b) (p. 6)
APO/FPO Available Destinations
(Makeup and Labeling List)

Conditions Applied to Express Mail Military Service Overseas Destinations

A. No mail of any class may contain securities or currency. Precious metals in their raw, unmanufactured state are also prohibited. Official shipments are exempt from these restrictions.

B. Form 2966-A, *Parcel Post Customs Declaration--United States of America* (one-page customs declaration), required except prepaid mail from a contractor addressed to a military organization for official use NEED NOT bear Customs Declaration, but must be endorsed "Contents For Official Use--Exempt from Customs Requirement. Official mail from Government agencies DOES NOT require Customs Declaration or exemption endorsement."

B1. Form 2966-B, *Parcel Post Customs Declaration and Dispatch Note* (three-part customs document), required. Articles will be liable for customs duty and/or purchase tax unless they are bona fide gifts, personal use intended for military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer should place a certificate similar to the following on the customs form under the heading, Description of Contents--Certified to be a bona fide gift, personal effects or items for personal use of military personnel and dependents thereto.

B2. Form 2966-A, *Parcel Post Customs Declaration--United States of America* (one-page customs declaration), required except on official mail which does not require customs declaration or exemption endorsement. Army and Air Force Exchange Service (AAFES) will furnish a computer listing on all items mailed from their activities to Philippine APOs indicated. Other major order companies will either use Form 2966-A on each item or provide computer lists. These listings should include description of item, dollar value of item, complete address including PSC box number and APO of addressee, date of mailing, insurance or registry number if applicable, and serial number of any item over $25 in value and any electrical item with a plug over $15 in value.

B3. Form 2966-A, *Parcel Post Customs Declaration-- United States of America* (one-page customs declaration), is required for mailing between MPOs, except prepaid mail from contractors addressed to a military organization for official use NEED NOT bear customs declaration, but must be endorsed, "Contents for Official Use--Exempt from Customs Requirement." Official mail from government agencies does not require customs declaration or exemption endorsement.

C. Cigarettes and other tobacco products prohibited.

D. Coffee prohibited.

E1. Mail may not contain medicines or vaccines not conforming to French laws.

E2. Mail may not contain any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials.

E3. No mail may contain radio transceivers or cordless telephones.

F. Mail of all classes may not contain firearms of any type. See definition of firearms in DMM 124.5. Exception: Not applicable to firearms mailed to or by official U.S. government agencies.

F1. No mail of any class may contain privately owned weapons addressed to an individual.

F2. "Importation of firearms is restricted to one shotgun and one single shot 22 caliber rifle per individual."

G. Only First-Class letters, second- and third-class mail authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork and/or pork by-products prohibited.

I. Mail of all classes may not exceed the following dimensions:

Length	
42"	72" length and girth combined.
over 42" to 44"	24" girth
over 44" to 46"	20" girth
over 46" to 48"	16" girth

Maximum length 48"

I1. Provisions of this footnote are not applicable to registered mail.

I2. Provisions of this footnote are not applicable to official Government mail marked MOM.

K. Mail which includes in the address the words "Dependent Mail Section" may consist only of letter mail, newspapers, magazines and books. No parcel of any class containing any other matter may be mailed to Dependent Mail Section. This footnote is not applicable if the address does not include the words "Dependent Mail Section."

L. All official mail prohibited.

M. Fruits, animals, and living plants are prohibited.

N. No registered mail accepted.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail, and certified mail. Other classes of mail may not be accepted.

P. APO will be used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under DMM part 124.42 are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Limited to First-Class Mail weighing 12 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Video tapes prohibited when addressed to Box R regardless of weight.

U2. Limited to First-Class letters only when addressed to Box R.

U3. Limited to letter class mail and magazaines not exceeding 16 ounces when addressed to Box R.

W. Meat products, such as dried beef, salami, and sausage may be mailed, provided they remain in their original, hermetically sealed package and bear USDA certification. Mail may not contain other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves (200 grams of tobacco per parcel are permitted duty free--this includes chewing and pipe tobacco, snuff, cigars, and cigarettes), or obscene material, including obscene drawings, photographs, films, carvings, etc.

X. No outside pieces (OSPs).

X1. Tin band seal required on pouches.

NO MAIL-ORDER CATALOGS MAY BE MAILED AS SAM OR PAL

Exhibit 211(b) (p. 7)

220 Department of Defense

Upon presentation of an EMMS piece for mailing, the MPO, acceptance clerk must:

a. Ensure that the item is mailable, i.e., is not hazardous, restricted, or perishable as defined in USPS Publication 52, *Acceptance of Hazardous, Restricted or Perishable Matter.*

b. Check the current EMMS network directory for the first three digits or five digits of the ZIP Code of the addressee on the piece being presented for mailing. Perform the following steps:

(1) If the first three or five digits is listed and the piece is presented prior to the established EMMS cut-off, accept the piece for two day EMMS.

(2) If the piece is presented after the established cut-off, accept the item for three day EMMS service and check and *circle* the second day delivery box to indicate three day.

(3) If the first three or five digits is not listed on the directory, accept the piece for three day and check and *circle* the second day delivery box to indicate three day.

Note: No military post office can accept EMMS unless it can reach the U.S. gateway AMF the day following dispatch in time to meet the critical entry times for that gateway AMF's dispatches for its next-day and second-day domestic Express Mail networks. This means that all three day acceptance from MPOs is predicated on a day one dispatch from an MMT. IF an MPO does not have the logistics to effect day one dispatch from its servicing MMT, three day U.S. destinations cannot be accepted at that MPO.

c. The MPO acceptance clerk must then ascertain what custom restrictions apply and what custom declaration forms are necessary. (See DoD 4525.6-M, Volume I, Chapter 8, Section H.). If the package contains merchandise of any sort, an appropriate customs declaration must be completed by the customer and attached to the package. Refer to the decision logic table in Exhibit 220, MPO Acceptance Procedures.

Rule	An EMMS Article is Presented for Mailing and	Then the Service Standard is:	The Accepting Clerk Must:
1	The 3 digit or 5 digit ZIP Code for the delivery address *is* reflected in your current two-day EMMS network directory and the EMMS piece is presented before your listed cut-off time.	Second Day Delivery.	In the "Acceptance" section of the Label 11-B: 1. Check the "Second Day Delivery" box. 2. Check the "by 3:00 P.M." box. 3. Check the "Express Mail Military Service" box.
2	The EMMS piece is presented after your listed cut-off time and the 3 digit or 5 digit ZIP Code *is* reflected in your current two-day EMMS network directory.	Third Day Delivery.	In the "Acceptance" section of the Label 11-B: 1. Check and circle the "Second Day Delivery" box. 2. Check the "by 3:00 P.M." box. 3. Check the "Express Mail Military Service" box.
3	The 3 digit ZIP Code for the delivery address *is not* reflected in your current two-day EMMS network directory.	Third Day Delivery.	In the "Acceptance" section of the Label 11-B: 1. Check and circle the "Second Day Delivery" box. 2. Check the "by 3:00 P.M." box. 3. Check the "Express Mail Military Service" box.

Exhibit 220
MPO Acceptance Procedures

230 U.S. Postal Service and Department of Defense

Except where noted, the following instructions pertain to both USPS and DoD acceptance personnel:

a. Once the applicable customs declarations are affixed, the acceptance clerk should weigh the item and use the Express Mail chart in DMM 210 or the IRT to determine proper postage.

b. The acceptance clerk should then ask the customer if any of the following special services are required:

(1) Return Receipt Requested. Should the customer request a return receipt, the acceptance employee should:

(a) Have the customer complete a Form 3811, *Domestic Return Receipt,* and attach it to the package.

(b) Charge the appropriate fee. (See DMM 932.2 for return receipt fees.)

(2) Restricted Delivery. Restricted Delivery service is *not* available for Express Mail.

(3) Collect on Delivery (COD). COD service is *not* available for Express Mail Military Service shipments.

(4) Insurance. Express Mail shipments are insured against loss, damage, or rifling at no additional cost. There are two types of insurance options -- document reconstruction insurance and merchandise insurance. (See DMM 295 for coverage and indemnity.)

c. Complete Label 11-B as shown in Exhibit 230(c) for USPS and for DoD. Always check "Second Day Delivery Box" to indicate the guaranteed service.
(DoD Only) If accepted *after the listed cut-off time* or the CONUS ZIP Code is not on the directory, *circle* the "Second Day Delivery" box to indicate third day delivery.
(USPS Only) If accepted *after the listed cut-off time* or accepted for three day, *circle* the "Second Day Delivery" box to indicate third day delivery.

Note: For USPS acceptance, the 5 digit APO/FPO ZIP Code *must* be on the network directory. Always check "By 3:00 P.M." box. Always check "Express Mail Military Service" box.

d. Collect the appropriate postage and fees. Apply stamps or meter strips to the parcel. Do not cover Label 11-B number with the postage. If the customer has a corporate account number enter the account number in the appropriate block. Check the "Invalid Corporate Account Listing" in the current *Postal Bulletin* to confirm that the account is valid. If valid, accept the piece, but do not collect or apply postage to the piece. In addition, federal government agencies may send Express Mail Military Service shipments under their assigned three digit agency code. A standard penalty indicia on an agency label with the penalty phrases preprinted and showing a complete agency return address must be placed on the shipment. The three digit agency code (Example "285") or a three digit agency code with a one-to-five digit agency subcode (Example "285-12345") must appear in the "Federal Agency Account No." block of the Express Mail label. (See Exhibit 230(d)). However, a federal agency must not enter its three digit code or agency subcode number on the label if it uses official postage meter stamps or penalty mail stamps for payment of Express Mail Military Service postage.

Note: Acceptance personnel must affix Label 86, *Express Mail Military Service,* over "next day" on all EMMS packaging.

e. When the transaction is completed, the acceptance clerk removes the two inner copies from the Label 11-B (Finance Copy and Customer Receipt).

f. Give the "Customer Receipt" to the customer and point out the B number on the Label 11-B which is the customer's reference for claims.

g. Retain the "Finance Copy"
(USPS Only) This copy is for revenue/volume reporting and service analysis in accordance with Chapter 7, of Handbook DM-201, *Express Mail Service.*
(DoD Only) This copy is for dispatch to serving gateway Express Mail manager in accordance with instructions in Exhibit 230(g).

h. Peel off the protective backing and firmly attach the label to the package.

To be completed by Customer:

1. Name and address of the mailer.

2. Address for delivery of the mail. It must include the complete APO/FPO ZIP Code.

To be completed by Accepting Clerk:

Note: Check the address APO/FPO ZIP Code in your EMMS network directory. If the 5 digit APO/FPO ZIP Code is listed, proceed. If the 5 digit APO/FPO ZIP Code is *not* listed, *do not* accept as EMMS. Advise the customer that EMMS is not available to that APO/FPO destination and suggest First-Class or Priority Mail service.

3. Acceptance - Always check:

a) the "Second Day Delivery" box,

b) the "By 3:00 P.M." box, and

c) the "Express Mail Military Service" box.

Note: If presented after the listed "cut-off time" or accepted for three day, check and *circle* the "Second Day Delivery" box. (See Exhibit 230(c), p. 2.)

4. Weigh the piece. If more than 8 ounces, round up to the next full pound. Enter weight.

5. Use the integrated retail terminal (IRT) or Express Mail rate chart to determine postage. Enter postage.

6. Enter your acceptance unit ZIP Code and your initials, today's date, and the time of acceptance.

Note: When entering date, always use alphas for month, e.g., November 3, 1989 or NOV 3, 1989. For time, use either military or civilian format. Check the appropriate A.M. or P.M. box if using civilian time.

7. If the customer wants Return Receipt service, enter fee and have customer complete Form 3811, *Domestic Return Receipt.* Attach Form 3811 firmly to package.

8. Enter total of postage and fees. Collect the correct amount and affix postage (stamps or meter tape) to item. Cancel postage stamps. If a corporate account is used, verify its validity against the listing of invalid Express Mail corporate account numbers published each week in the *Postal Bulletin.* Do not apply postage to shipments paid via corporate accounts or federal agency accounts.

9. Pull copies 2 and 3 from label set. Give mailer the "Customer Receipt" copy. Put the "Finance Copy" aside. Peel protective backing from label and firmly attach to article.

Exhibit 230(c)(p. 1)
USPS Label 11-B Preparation

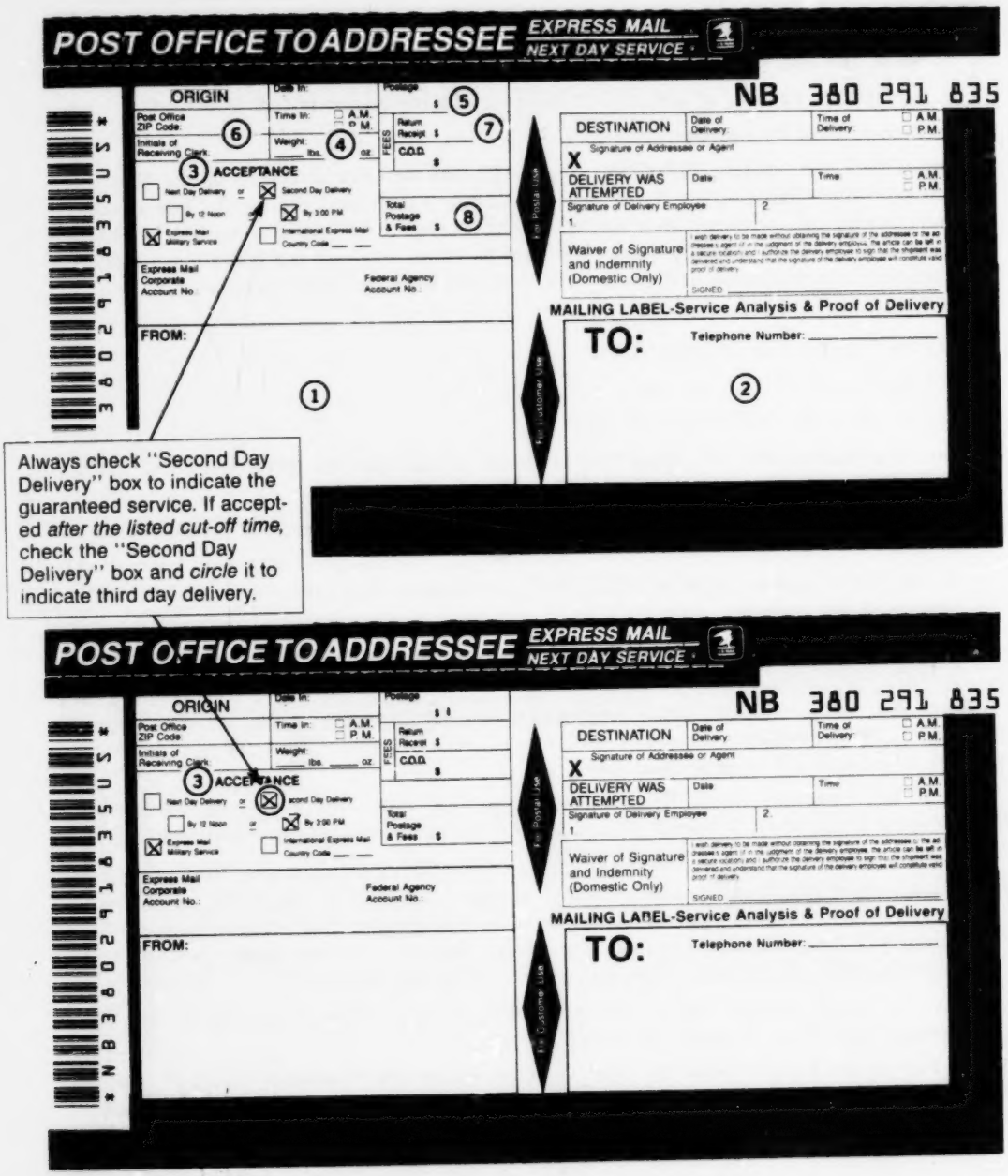


Exhibit 230(c)(p. 2)
USPS Label 11-B Preparation

To be completed by Customer:

1. Name and address of the mailer.

2. Address for delivery of the mail. It must include the complete U.S. ZIP Code.

To be completed by Accepting Clerk:

Note: Check the address ZIP Code in your EMMS network directory. If the first 3 digit or 5 digit ZIP Code is listed, proceed. If the 3 digit or 5 digit ZIP Code is *not* listed, advise the customer that EMMS is not available for two day service to that destination but that you may accept the item for three day and the guarantee applies to delivery and attempted delivery by 3:00 P.M. the third day after acceptance.

3. Acceptance - Always check:

a) the "Second Day Delivery" box,

b) the "By 3:00 P.M." box, and

c) the "Express Mail Military Service" box.

Note: If presented after the listed "cut-off time" or accepted for three day, check and *circle* the "Second Day Delivery" box. (See Exhibit 230(c) p. 4.)

4. Weigh the piece. If more than 8 ounces, round up to the next full pound. Enter weight.

5. Use the integrated retail terminal (IRT) or Express Mail rate chart to determine postage. Enter postage.

6. Enter your acceptance unit ZIP Code and your initials, today's date, and the time of acceptance.

Note: When entering date, always use alphas for month, e.g., November 3, 1989 or NOV 3, 1989. For time, use either military or civilian format. Check the appropriate A.M. or P.M. box if using civilian time.

7. If the customer wants Return Receipt service, enter fee and have customer complete Form 3811, *Domestic Return Receipt*. Attach Form 3811 firmly to package.

8. Enter total of postage and fees. Collect the correct amount and affix postage (stamps or meter tape) to item. Cancel postage stamps. If a corporate account is used, verify its validity against the listing of invalid Express Mail corporate account numbers published each week in the *Postal Bulletin*. Do not apply postage to shipments paid via corporate accounts or federal agency accounts.

Note: For USPS Federal Agency Account # 400, enter the appropriate postage in the "Postage" and "Total Postage and Fees" blocks.

9. Pull copies 2 and 3 from the label set. Give mailer the "Customer Receipt" copy. Put the "Finance Copy" aside. Peel protective backing from label and firmly attach to article.

Exhibit 230(c)(p. 3)
DoD Label 11-B Preparation

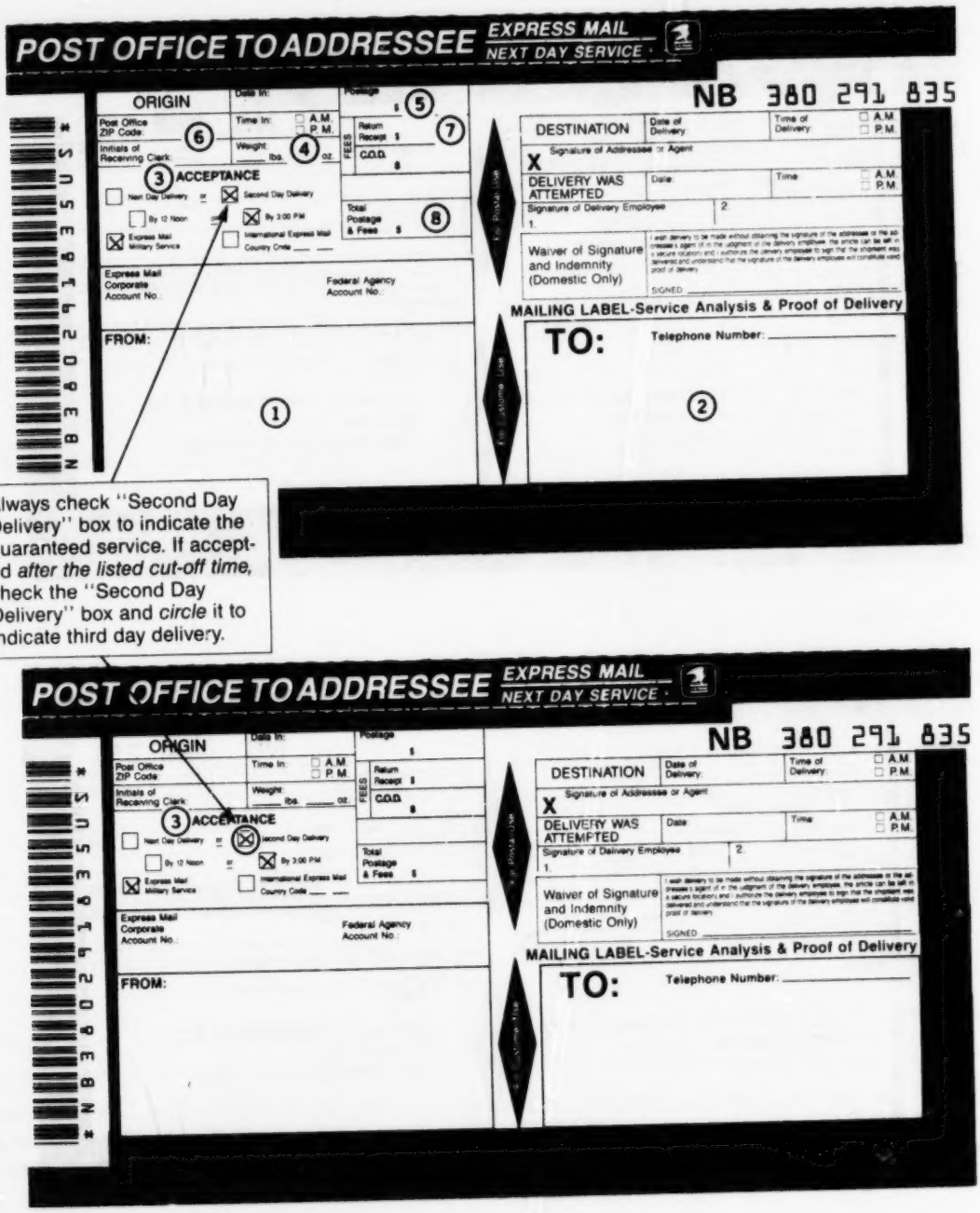
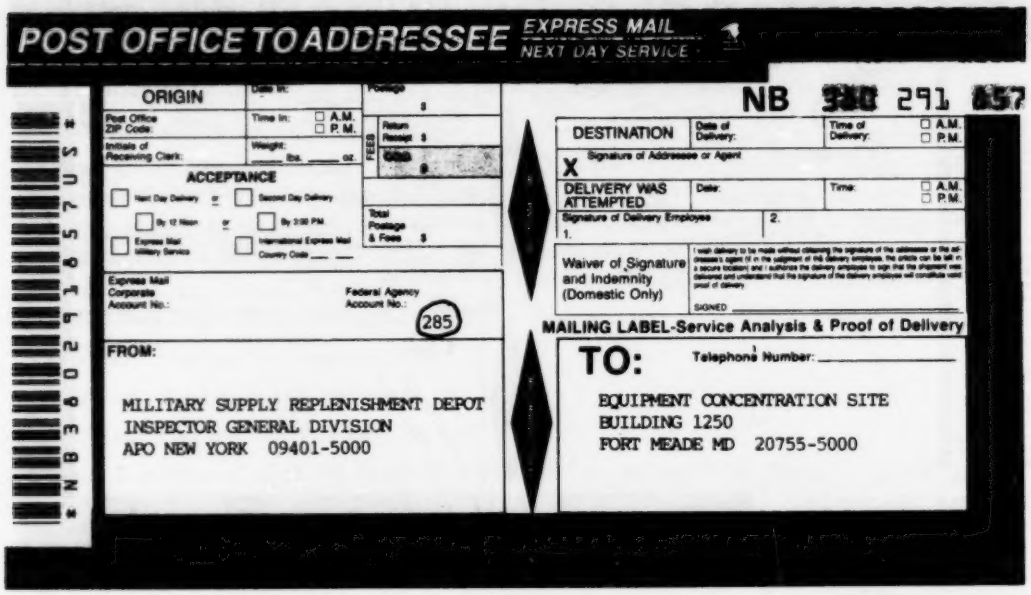

POST OFFICE TO ADDRESSEE
EXPRESS MAIL
NEXT DAY SERVICE
NB 380 291 835
ORIGIN
DESTINATION
ACCEPTANCE
Second Day Delivery
Express Mail Military Service
DELIVERY WAS ATTEMPTED
Waiver of Signature and Indemnity (Domestic Only)
MAILING LABEL-Service Analysis & Proof of Delivery
TO:
FROM:
Always check "Second Day Delivery" box to indicate the guaranteed service. If accepted after the listed cut-off time, check the "Second Day Delivery" box and circle it to indicate third day delivery.

Exhibit 230(c)(p. 4)
DoD Label 11-B Preparation


POST OFFICE TO ADDRESSEE EXPRESS MAIL NEXT DAY SERVICE

NB 291

ORIGIN

ACCEPTANCE

DESTINATION

DELIVERY WAS ATTEMPTED

Waiver of Signature and Indemnity (Domestic Only)

MAILING LABEL-Service Analysis & Proof of Delivery

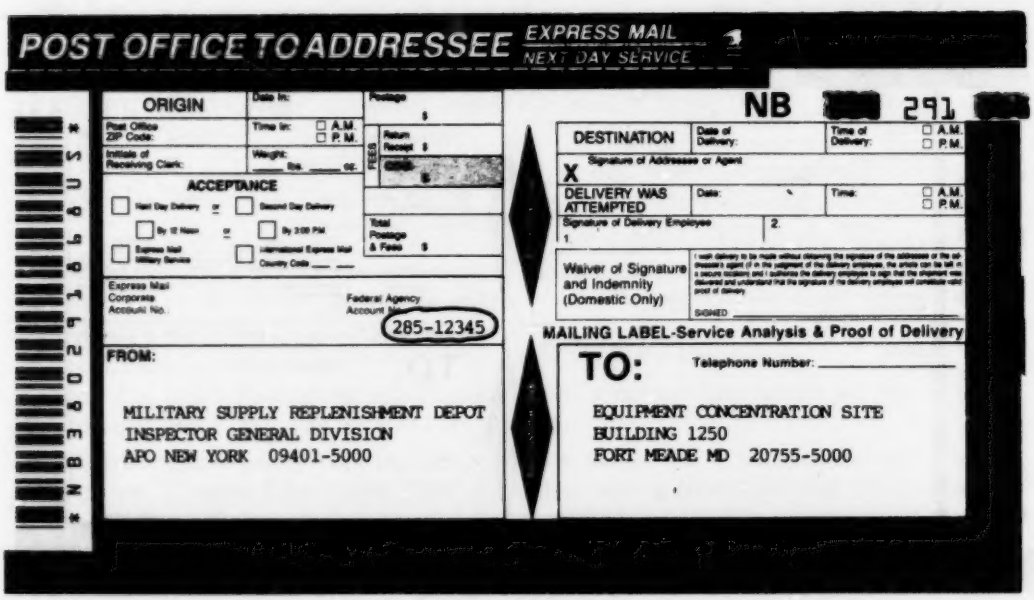
285

FROM:

MILITARY SUPPLY REPLENISHMENT DEPOT
INSPECTOR GENERAL DIVISION
APO NEW YORK 09401-5000

TO:

EQUIPMENT CONCENTRATION SITE
BUILDING 1250
FORT MEADE MD 20755-5000


POST OFFICE TO ADDRESSEE EXPRESS MAIL NEXT DAY SERVICE

NB 291

ORIGIN

ACCEPTANCE

DESTINATION

DELIVERY WAS ATTEMPTED

Waiver of Signature and Indemnity (Domestic Only)

MAILING LABEL-Service Analysis & Proof of Delivery

285-12345

FROM:

MILITARY SUPPLY REPLENISHMENT DEPOT
INSPECTOR GENERAL DIVISION
APO NEW YORK 09401-5000

TO:

EQUIPMENT CONCENTRATION SITE
BUILDING 1250
FORT MEADE MD 20755-5000

Exhibit 230(d)
Sample Agency Code

Rule	If You are Submitting	And Served By:	Mail to:
1	"Finance" copies of Label 11-B	New York (See Note)	EXPRESS MAIL MANAGER J.A. FARLEY BUILDING ROOM 5008 NEW YORK NY 10199-9606
		MIAMI	GENERAL ACCOUNTING OFFICE GMF MIAMI FL 33152-9511
		San Francisco (See Note)	EXPRESS MAIL ADMIN OFFICE AIR MAIL FACILITY - SFO SAN FRANCISCO CA 94128-2800
		Seattle (See Note)	EXPRESS MAIL MANAGER AIR MAIL FACILITY - SEA SEATTLE WA 98158-9601
2	"Service Analysis and Proof of Delivery" copies of Label 11-B or Form 3533, *Application and Voucher for Refund of Postage and Fees:*	New York (See Note)	EXPRESS MAIL MANAGER J.A. FARLEY BUILDING ROOM 5008 NEW YORK NY 10199-9606
		Miami	EXPRESS MAIL MANAGER AIR MAIL FACILITY - MIA MIAMI FL 33159-9998
		San Francisco (See Note)	EXPRESS MAIL ADMIN OFFICE AIR MAIL FACILITY - SFO SAN FRANCISCO CA 94128-2800
		Seattle	EXPRESS MAIL MANAGER AIR MAIL FACILITY - SEA SEATTLE WA 98158-9601
3	Form 5690, *Express Mail Application for Indemnity* (See DMM 295)	New York Miami San Francisco Seattle	DIRECTOR POSTAL DATA CENTER P.O. BOX 14677 ST LOUIS MO 63180-9144
4	Form 7380, *Supply Center Requisition*	New York Miami	SOMERVILLE MATERIEL DISTRIBUTION CENTER ROUTE 206 VA SUPPLY DEPOT SOMERVILLE NJ 08877-0001
		San Francisco Seattle	TOPEKA MATERIEL DISTRIBUTION CENTER HWY 75 SOUTH AT MONTARA PKWY TOPEKA KS 66624-9998

Note: Sort all Labels 11-B into two distinct categories: "Finance" and "Service Analysis and Proof of Delivery." Both sets will be forwarded daily via Express Mail to the servicing Express Mail manager. (No postage is necessary; use USPS Agency Number "400.")

Exhibit 230(g)
Disposition of Labels 11-B and Forms 3533, 5690, and 7380

240 Recordkeeping

241 U.S. Postal Service

Handle EMMS recordkeeping and service analysis in accordance with Chapter 7 of Handbook DM-201, *Express Mail Service.*

242 Department of Defense

242.1 Finance Copies. For each piece of Express Mail accepted at the unit, there will be a "Finance" copy of Label 11-B on hand. All finance clerks must submit their labels to the custodian of postal effects (COPE) each day. The COPE will consolidate, batch, and forward these "Finance" copies *daily* via Express Mail, to the servicing Express Mail manager. (See Exhibit 230(g).)

242.2 Prior to Dispatch. Before dispatching Express Mail:

a. Count all labels and add the total dollar value for the day's Express Mail business.

Note: Although the appropriate postage is annotated on Label 11-B for USPS Agency Control # 400, do not add this postage into the total dollar value for the day's business. Write "Official" on the tape where the fee would normally appear. Write "Corporate Account" if applicable. For example, your tape might look like:

B123456789	$8.75
B987654321	$8.75
B111222333	Official Mail
B999888777	Corporate Account
B444555666	$12.00
Total	$29.50

b. Enter the count of each Label 11-B and revenue total on an adding machine tape. Use an all purpose date stamp (APDS) to mark the date at the top of tape.

c. The COPE must sort all Labels 11-B into two separate and distinct categories: "Finance" and "Service Analysis and Proof of Delivery." Staple adding machine tape to "Finance" copies of Label 11-B. Forward both sets *daily* via Express Mail to the servicing Express Mail manager in accordance with Exhibit 230(g).

d. For those delivery units where there is no COPE, all "Service Analysis and Proof of Delivery" copies of Label 11-B should be forwarded *daily* via Express Mail directly to the servicing Express Mail manager in accordance with 230(g).

Note: No postage is necessary. Use USPS Agency Control Number "400" in the Federal Agency Account No. block of the Express Mail label.

250 Inquiries and Tracers

251 General

Window clerks and supervisors must make every effort to assist the customer and to respond quickly and courteously to inquiries regarding EMMS shipments.

252 U.S. Postal Service

252.1 General. Refer inquiries concerning the EMMS shipments which cannot be answered locally to the Express Mail manager. (See Handbook DM-201.)

252.2 Window Clerk. Answer customer inquiries regarding Express Mail shipments courteously and provide all information available. If the inquiry cannot be answered completely, provide the customer with the telephone number of the local Express Mail manager. (See Handbook DM-201.)

252.3 Express Mail Manager. The local Express Mail manager must respond promptly to inquiries regarding delayed, missing, or lost shipments, especially if the sender has received notification in some way that the piece has not arrived as scheduled. (See Handbook DM-201.)

253 Department of Defense

If a customer requests information on an Express Mail shipment which apparently has not been delivered, submit Form 3533, *Application And Voucher for Refund of Postage and Fees,* in accordance with section 260. If the EMMS item is within delivery standards, forward a delivery re-

port to the applicant. If the EMMS is not delivered within standard, process a refund.

260 Refunds

261 General

Non-delivery inquiries and claims for postage refund may be filed by the mailer not earlier than seven days and not later than 90 days of the mailing date. (See DMM 296) Mailers may file for a refund of postage for any EMMS shipment not available for claim or for which delivery was not attempted within the service standards prescribed in 140 of this publication.

262 U.S. Postal Service

The mailer (the sender or holder of an Express Mail corporate account) must complete and submit to any post office Part 1 of Form 3533, *Application and Voucher for Refund of Postage and Fees* (see Exhibit 262). The mailer's receipt (original copy of the mailing label) must be submitted with the application. The mailer must submit the cover, with the mailing label and postage intact, showing the time and date of delivery. If the cover is unavailable, use the electronic marketing reporting system (EMRS) delivery record.

Note: Return receipts obtained in accordance with DMM 297 are not acceptable documentation of time and date of delivery.

263 Department of Defense

Use the following procedures:

a. Use the information provided on the "Customer's Receipt" copy of the Label 11-B to prepare a Form 3533, *Application and Voucher for Refund of Postage and Fees,* in triplicate. (See Exhibit 262 for a sample Form 3533 and Exhibit 263 for instructions.) Give the second copy to the customer and retain the third on file at the MPO.

b. Submit the Form 3533 with the mailer's copy of the Express Mail label to the appropriate Express Mail manager (see Exhibit 230(g)).

c. Upon receipt of the claim, the delivery/non-delivery will be verified by the Express Mail manager. If the EMMS shipment failed to meet the service standard, a postal money order for the postage will be sent to the mailer. (USPS will credit the OMAS accounts of official mailers and accounts of corporate account holders). If the EMMS shipment met the delivery standard, the Express Mail manager returns the Form 3533 to the submitting MPO annotated with the date and time delivery was made.

d. Upon receipt of a returned Form 3533, the MPO supervisor or representative notifies the customer of the investigative results.

270 Insurance Claims

271 General

EMMS is insured against loss, damage, or rifling at no additional cost. Indemnity will be paid in accordance with instructions contained in DMM 296. Claims must be filed within 90 days of mailing. The mailer's original receipt copy of the mailing label must be included with the claim file. Although either the mailer or addressee may file a claim for damage, claims for complete loss may only be filed by the mailer.

272 U.S. Postal Service

If a customer desires to file a claim for damage or loss, use the following procedures:

a. Assist the customer in preparing Form 5690, *Express Mail Application for Indemnity.* (See Exhibit 272(a)).

b. Forward completed forms to:

DIRECTOR
POSTAL DATA CENTER
PO BOX 14677
ST LOUIS MO 63180-9144

Note: For complete U.S. Postal Service regulations for Insurance and Indemnity, refer to DMM 295. For Claims Procedures, refer to DMM 296.

Mailer enters name, address, and local telephone number.

Check the first and last block.

Enter preprinted Express Mail number and the statement, "Not delivered within the service standard."

Ask mailer to sign and date the application.

U.S. POSTAL SERVICE

APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES

Date Received

Complete in duplicate by typewriter, ink or indelible pencil and submit to the Postmaster with envelope or wrapper or portion having names and addresses of sender and addressee, canceled postage and postal markings. See, *Domestic Mail Manual* (DMM) 147.

PRIVACY ACT: The collection of this information is authorized by 39 U.S.C. 401, 403, 404. This information will be used to reimburse you when no service is rendered or when postage and fees are paid in excess of the lawful rate. As a routine use, this information may be disclosed to an appropriate law enforcement agency for investigative or prosecutorial purposes, to a congressional office at your request, to a labor organization as required by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not provided, a refund will not be considered.

PART I—APPLICATION
(To be completed by Customer)

Customer's Name *(Print or type)*	Telephone No.
Mailing Address	Meter License No.
City, State and ZIP Code	Meter Serial No.

Refund For

☒ Postage and special service fees paid on accompanying matter which is itemized in Part IV on reverse. (AIC 536)

☐ Complete and legible unused or spoiled meter stamps less than one year old, which are itemized in Part IV on reverse. (AIC 536)

☐ Unused units in discontinued meter. (AIC 536)

☐ P.O. Box Service (AIC 535) ☐ Caller Service (AIC 535) (List Numbers below)

☐ P.O. Box Key Refund (AIC 624)

☒ Other *(Explain)*

(Date of application) *(Signature of applicant and title, if any, on original only)*

PART II—VERIFICATION OF REFUND
(For Post Office Use Only)

le	Station or Branch	Date

Claimant is entitled to a refund of $ _____ in accordance with the details on reverse of this form.

(Signature of witness) *(Certifying employee)*

PART III—RECEIPT FOR REFUND

Received from the Postmaster at the office named above, refund in the amount of $

(Date) *(Signature of Payee or Treasury Check or Money Order Number)*

Secure the signature of payee if payment is made in cash. Where used, show Treasury check or money order number in lieu of payee's signature.

PS Form **3533**, Dec. 1987

Exhibit 262
Form 3533, *Application and Voucher for Refund of Postage and Fees*

Claims for Refund of Postage

Claims for Refunds Must	Time Limit	Delay in Delivery Must Not Be Due To
Be submitted by the mailer (sender).	Not earlier than 7 days after mailing but within 90 days after mailing.	Customs processing, strike, work stoppage, forwarding, or return delivery has been attempted.
	Follow-up claims must be submitted not earlier than 30 days after but no later than 60 days after the date of the original claim.	

Application for Postage Refund

Must be Submitted on	Accept Application IF	Process Application by
Form 3533, *Application and Voucher for Refund of Postage and Fees*.	The mailer can provide the following as evidence to substantiate the claim for refund of postage. -The customer copy of the Label 11-B, or a statement that the label is not available. (Encourage customer to photocopy the receipt in case the claim is lost.) Submit with the application. If available, submit: -The envelope or wrapper with the Label 11-B and cancelled postage and postal markings intact showing the time and date of delivery.	Assisting the mailer in completing Part I of Form 3533 as follows: -After completing name and address information under the "Refund For" section, check the first block. -Check the last block (Other) and enter "Express Mail "_____ not delivered within the service standard" -Attach the following to the application: -Customer copy of the Label 11-B or statement as applicable. -The envelope or wrapper with the Label 11-B cancelled postage, postal markings intact showing the time and date of delivery if available. -Mail the application and supporting documents to the address shown in Exhibit 230(g).

Exhibit 263
Application for Postage Refund

NOTE; Claims must be filed no later than 90 days from the date of mailing.

See Instructions on Reverse	U.S. Postal Service **EXPRESS MAIL APPLICATION FOR INDEMNITY**	Claim No. (POC USE ONLY)

1. Name of Mailer shown on Express Mail label		2. Name of Addressee shown on Express Mail label	
Street Address		Street Address	
City, State and ZIP + 4 Code	Telephone No.	City, State and ZIP + 4 Code	Telephone No.

3. Label 11A, B or C or Identification/Agreement Number *(Mailer's original receipt must be attached)*	4. Express Mail COD ☐	5. Reason for claim ☐ Partial Loss of Contents ☐ Total Loss ☐ Total Loss of Contents ☐ Partial Damage ☐ Total Damage ☐ Delay of Documents	6. ☐ Document reconstruction ☐ Merchandise Insurance

7. Did the mailer waive the signatures of the addressee and the addressee's agent? ☐ YES ☐ NO

8. List below contents lost/damaged *(Attach evidence of value or documentation showing reconstruction costs.)*

Heading blocks are self-explanatory. Asssit patron if required.

I declare under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief, is true, correct and complete.

9. Amount claimed	10. Signature of Mailer and date *(Required on all claims)*	11. Pay to: *(Mailer must check one)* ☐ Mailer ☐ Addressee
12. If claim is for damage *(Location of damaged article)* ☐ Sender ☐ Addressee ☐ Post Office at: *(City, State, ZIP + 4 Code)* ☐ Disposed of as waste	13. Signature of Addressee *(Required ONLY on CLAIMS FOR PARTIAL LOSS OR DAMAGE FILED BY THE ADDRESSEE)*	14. Date

POST OFFICE OF MAILING

15. Date mailed *(Month, Day, Year)*	16. Postage	17. Weight	22. Postmark of office accepting claim
18. Post Office, State and ZIP + 4 Code			
19. Signature of EMS Manager		20. Date	
21. Telephone Number *(Include Area Code)* ☐ PEN ☐ Comm. No. ( )			

▶ **Be sure that evidence of value is attached to this claim form before forwarding to Director, Postal Data Center, P.O. Box 80142, St. Louis, MO 63180-9142** ◀

IMPORTANT: A copy of the delivery receipt must be attached to all Express Mail claims.

POST OFFICE OF DELIVERY

23. Date received	24. Time received	25. Time available for pick-up	26. Time delivered	27. Date delivered
28. Name of EMS Manager			30. Telephone Number *(Include Area Code)*	
29. Delivery Post Office *(Post Office, State, and ZIP + 4 Code)*			☐ PEN ☐ Comm. No. ( )	

NOTE: A copy of the delivery receipt must be attached to all Express Mail claims.

31. Damage claims – To be completed by Addressee Post Office ONLY *(Describe condition of item upon receipt and packing in detail)*	32. If claim is for Express Mail COD, and there is a record of delivery, show to whom and when delivered. Also show Money Order or check number, amount and date check was sent to mailer. If Money Order was not issued for COD, show "NONE ISSUED," and reason. If there is no record of delivery, so indicate.

The delivering post office/ MPO must fully describe the condition of the item.

The collection of information on this form is authorized by 39, U.S.C. 403 and 404. Completion of this form is voluntary. This information will be used to adjudicate claims for loss or damage to Express Mail and may be disclosed to the appropriate agency, whether Federal, State or local, charged with the responsibility to investigate or prosecute a violation or potential violation of law, or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto. If this information is not provided, claims for loss or damage to Express Mail shipments will not be honored.

PS Form 5690, Feb. 1988 "Previous Edition Usable"

Exhibit 272(a) (p. 1)
Form 5690, *Express Mail Application for Indemnity*

EXPRESS MAIL CLAIMS

1. *Claims for Loss-Merchandise or Documents.* Claims for loss of an Express Mail article may only be filed by the mailer at the mailing post office, and must be filed within 90 days of the date of mailing. The mailer must take his copy of the original mailing receipt to the post office that accepted the article and ask to file a claim. Claims are accepted on Form 5690, Express Mail Application for Indemnity. At the time the claim is filed, the mailer must also present to the Postal Service employee evidence of value of the lost merchandise or a detailed listing of actual reconstruction costs of lost documents.

The original mailing receipt must be attached to the claim file. A copy of the delivery receipt must accompany all Express Mail claims for articles not delivered within the guaranteed delivery time, damage or partial loss claims, and claims involving a disputed delivery.

2. *Claims for Damage or Partial Loss—Merchandise or Documents.* Claims of this type must be filed immediately. They may be filed by the mailer or addressee. It expedites claim processing if the addressee files the claim. At the time the claim is filed, evidence of value, or cost of repairs on merchandise items, or a detailed description of actual reconstruction costs for damaged documents must be presented. If the person filing the claim has the original mailing receipt, it must also be presented at the time the claim is filed. If the mailer or the addressee files the claim and has the damaged article, packaging, container, and wrappings, they must be presented at the time the claim is filed. If the party filing the claim does not have the packaging, container, and wrappings, they must be presented at the second party's post office when the claim is received there. If the addressee initiates the claim, the entire claim file must be sent to mailing post office for the signature of the mailer and the original mailing receipt.

3. *Claims for Delay of Documents.* Indemnity claims for the delayed delivery of Express Mail may only be filed on documents. To file claims of this type, the mailer must present his original mailing receipt to the postal employee accepting the claim along with a detailed listing of reconstruction costs associated with the actual reconstruction of the delayed documents. (Postal Service liability terminates at the time delayed documents are delivered to the addressee.)

No indemnity payments are made on the delay of merchandise and the Postal Service will not accept claims on the delayed delivery of merchandise.

4. *Claims for Express Mail COD.* Claims for Express Mail COD may be filed no sooner than 45 days after the date of mailing. All claims must be filed within 90 days of the date of mailing. The mailer must present their original Express Mail receipt and their original COD receipt. Endorse the COD receipt "claim filed," date stamp and initial it. Return the COD receipt to the customer and instruct the customer to keep it until the claim is settled. If the article was delivered, show to whom and when delivered, the money order or check number, amount, and date check was sent to mailer. If a money order was not issued, show "none issued" and the reason. If there is no record of delivery, so indicate.

NOTE: If an Express Mail article contains both merchandise and documents, and claims are being made on both types of items, two Forms 5690 must be filed at the post office—one for the merchandise and one for the documents.

Detailed information on Document Reconstruction Insurance, Merchandise Insurance, and what will not be paid, is contained in section 295.2 of the Domestic Mail Manual. If you need more specific claim information, please contact personnel at your local post office.

PS Form 5690, Feb. 1988 *(Reverse)*

☆U.S. GOVERNMENT PRINTING OFFICE: 1988 202-395/82406

Exhibit 272(a) (p. 2)
Form 5690, *Express Mail Application for Indemnity*

273 Department of Defense

If a customer desires to file a claim for damage or loss:

a. Assist the customer in preparing Form 5690, *Express Mail Application for Indemnity*, in triplicate. (See Exhibit 272(a).) Affix an impression of the all purpose dating stamp on the original and two copies of the Form 5690. Give the customer the duplicate copy and retain the triplicate copy on file in the MPO.

b. Forward the original Form 5690 and the required supporting documentation (customer's copy of Label 11-B, and evidence of value/document reconstruction costs) by USPS indicia to:

DIRECTOR
POSTAL DATA CENTER
PO BOX 14677
ST LOUIS MO 63180-9144

Chapter 3
Dispatch Makeup Requirements and Responsibilities

310 Dispatch Makeup Requirements

311 U.S. Postal Service - CONMIL Makeup Requirements

311.1 General. In order to effectively dispatch EMMS from CONUS to APO/FPO destinations (CONMIL), strict adherence to the required unique EMMS pouch make-up must be maintained. Failure to do so will seriously impair our ability to achieve delivery standards. See Exhibit 311.1 for a summary of CONMIL makeup requirements.

311.2 Acceptance Office. Acceptance offices must make-up all USPS to MPO EMMS dispatches as individual direct 5 digit pouches or sacks. If the USPS acceptance office does not make five digit direct EMMS sacks, they 'must dispatch the EMMS in Express Mail equipment to a domestic massing point. Prepare the pouch label according to the following format (see Exhibit 311.2):

DIS MASSING POINT (State abbreviation-ZIP Code)
EMMS - MIXED
ORIGIN OFFICE AND ZIP CODE

311.3 Massing Point. The EMMS sack going to a domestic massing point must have a Tag 176, *Express Mail--Military Service* attached to the domestic Express Mail service sack to ensure that the dispatching offices handle the EMMS separately from domestic Express Mail service shipments. (See Exhibit 311.2.)

311.4 Sectional Center Facilities. At a minimum, sectional center facilities (SCF) must make up individual five-digit sacks to each APO/FPO before dispatching to the air mail facility (AMF) or EMMS gateway exchange office.

311.5 Sacking and Pouching Requirements

311.51 Five-Digit Direct Sacks

311.511 General. Those USPS offices making a five-digit direct EMMS sack for an APO/FPO, must prepare the pouch label according to the following format:

APO Shape BE 09055
EMMS-DIRECTS BRU (Overseas air stop code)
ORIGIN OFFICE AND ZIP CODE (Weight of pouch in kilograms)

Also, the dispatching office must attach a Tag 176-B, *Express Mail--Military Service,* to the EMMS sack showing the overseas gateway three-letter alpha air stop code. (See Exhibit 311.511.)

311.512 Airport Mail Facilities. The airport mail facility (AMF) or EMMS gateway exchange office must include the intra/interline routing in the VIA section of Tag 176-B prior to dispatching the EMMS sack.

311.52 Collector Sacks

311.521 General. When time permits, combine individual five-digit direct EMMS pouches in collector sacks as shown in Exhibit 211(b) to minimize airline handling of small "skin" pouches and to reduce transportation costs. The dispatching office must also attach Tag 176-B to the EMMS sack showing the overseas gateway three-letter alpha air stop code.

311.522 Airport Mail Facilities/EMMS Gateway Exchange Offices. The airport mail facility (AMF) or EMMS gateway exchange office must include the intra/interline routing in the VIA section of Tag 176-B prior to dispatching the EMMS collector sack. Prepare the sack label according to the following format:

AMT ATHENS GR 09253
EMMS-COLLECTOR SACK ATH (Overseas air stop code)
ORIGIN OFFICE AND ZIP CODE (Weight of sack in kilograms)

311.523 Combining Collector Sacks. Do not place individual collector sacks in an additional collector sack bracketed to an airstop. For example, do not place a collector sack for APO 09102 Heidelburg and a collector sack for APO 09082 Offenbach in an additional collector sack to AMT Frankfurt, even though both take an FRA alpha code. Because of the physical layout of the MMTs, the sack collectors must retain their individual identities to transit the MMTs with the greatest expediency. Refer to the list of authorized sack collectors in Exhibit 311.523. Any deviations will effect a high probability for service failure.

Note: Any APO/FPO shown on the EMMS network directory, but not shown as eligible for a collector sack, *must* be dispatched as an individual 5 digit direct pouch.

311.53 "Working" Pouches. A "working" pouch is defined as a pouch containing EMMS destinating at various APOs/FPOs not made up as 5 digit directs and individually sacked. This necessitates labor intensive individual distribution of each piece by MMT personnel, and causes dispatches to be missed. *Under no circumstances may "working" EMMS pouches be dispatched to an overseas airstop. This practice is a prime contributor to EMMS service failures.*

311.54 Express Mail Pouches. All sackable EMMS must be enclosed in an Express Mail pouch *even if only the one article will fill a pouch or sack because of its size.*

311.55 Sealing Pouches. Use plastic or wire seals to seal pouches. Use tin band seals for those destinations as indicated in Exhibit 211(b).

311.56 Outside Pieces. Outsides must be kept to the barest minimum. Affix Label 86, *Express Mail Military Service*, Label 63, *Express Mail Outside Shipment*, Label 176, *Express Mail -- Military Service*, and appropriate customs label to outside pieces. (See Exhibit 311.56.)

312 Department of Defense - MILCON Makeup Requirements

312.1 General. In order to effectively dispatch EMMS from APO/FPO origins to destinations in the United States (MILCON), strict adherence to proper make-up instructions must be maintained. Failure of MPOs to do so results in a high risk for service failure. (See Exhibit 312.1 for a summary of requirements.)

Rule	If You are Preparing EMMS for Dispatch:	And	The Postal Clerk Must:
1	You do not make 5 digit direct EMMS sacks or collector sacks.	You must dispatch EMMS to a domestic massing point.	Ensure that a Tag 176, *Express Mail--Military Service*, is attached to the Express Mail sack containing EMMS.
2	You are located at a sectional center facility (SCF).	You must dispatch EMMS to a domestic massing point, AMF, or EMMS gateway.	At a minimum, make up individual 5-digit direct sacks to each APO/FPO before dispatch.
3	Your EMMS pouches have been made up as individual 5 digit directs, you have sufficient time.	The APO/FPOs are shown as eligible to be placed in collector sacks.	Distribute the EMMS pouches into properly labeled, authorized collector sack pouches.
4	The EMMS is an outside piece.	The outside piece has been checked to see if it is sackable. (All sackable EMMS must be enclosed in Express Mail pouches.)	Affix: Label 86, *Express Mail Military Service* Label 63, *Express Mail Outside Shipment* Label 176, *Express Mail--Military Service* Ensure Custom's tag is affixed, then dispatch as an outside
5	The EMMS has been prepared in accordance with Rules 1, 2, and 3, above.	The slide label has been properly made up and verified against dispatch labeling instructions.	Affix: Tag 176-B, *Express Mail--Military Service* with proper destinating airstop and routing information verified against routing document. Seal pouch: Use plastic or wire seal. **Note** ***Do not*** use tin band seals unless required per Exhibit 211(b).

Exhibit 311.1
CONMIL Makeup Requirements

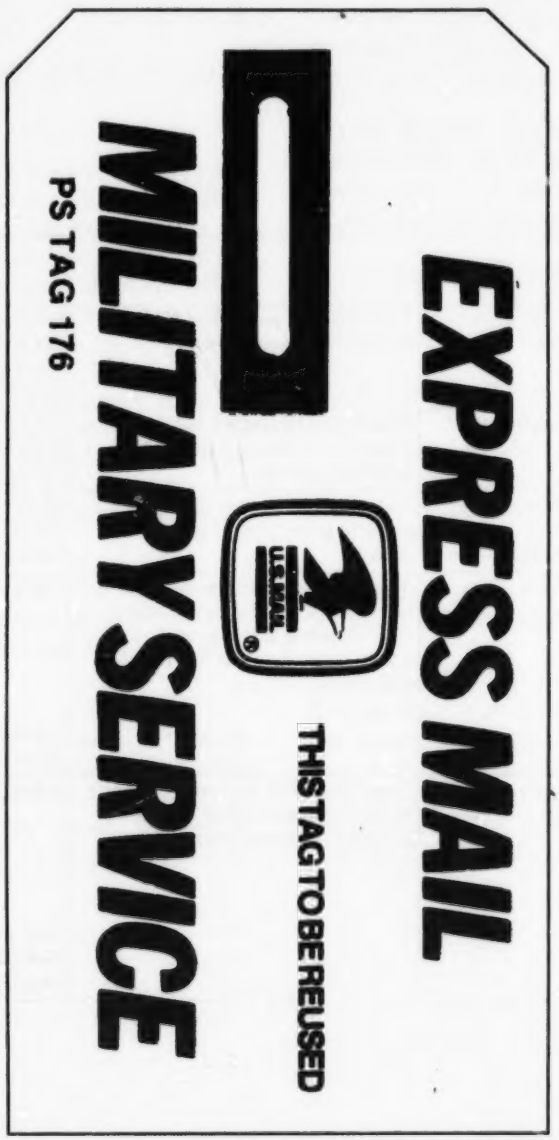
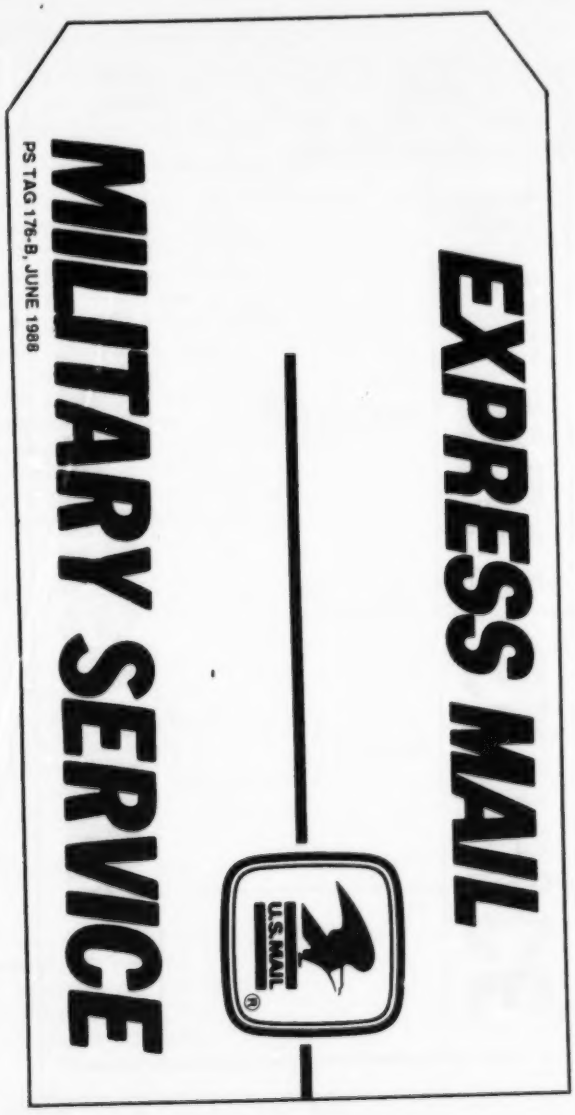
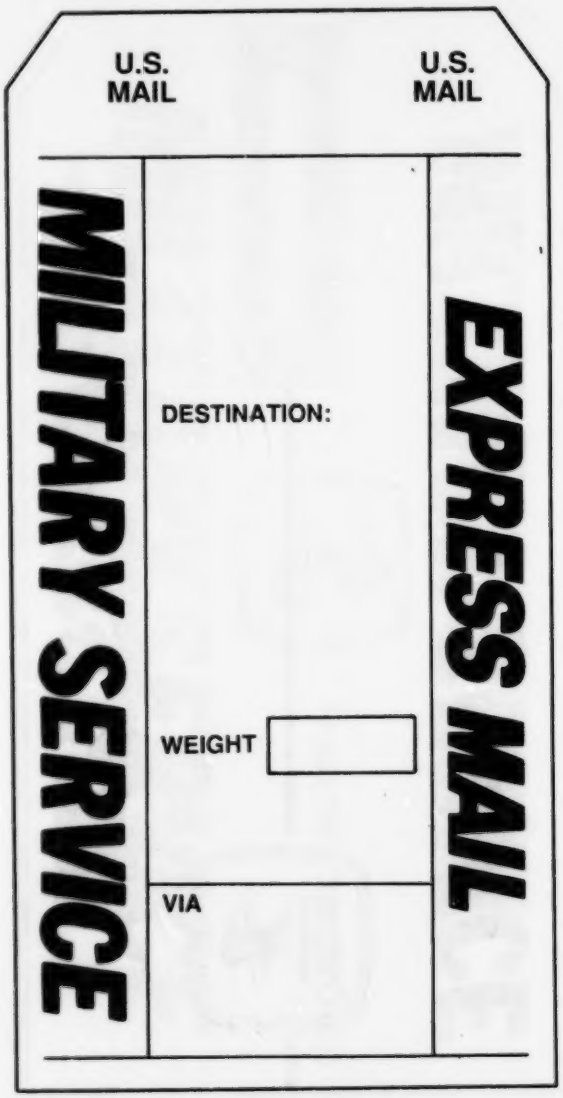


Exhibit 311.2
Tag 176, *Express Mail--Military Service*



(*Front*)

Exhibit 311.511 (p. 1)
Tag 176-B, *Express Mail--Military Service*



(Reverse)

Exhibit 311.511 (p. 2)
Tag 176-B *(Reverse)*

ZIP CODE	LABEL DIRECT POUCHES TO:	AIR STOP CODE	RESTRICTIONS
LABEL COLLECTOR SACK TO:>>>>>> AMF MIAMI FL 340			MIA
34001	APO HOWARD AFB PM 34001	PTY	B
34002	APO ALBROOK AFB PM 34002	PTY	B
34003	APO QUARRY HTS PM 34003	PTY	B
34004	APO FORT CLAYTON PM 34004	PTY	B
34005	APO FORT WM DAVIS PM 34005	PTY	B
34006	APO FORT KOBBE PM 34006	PTY	B
34007	APO FORT AMADOR PM 34007	PTY	B
34008	APO FORT ESPINAR PM 34008	PTY	B
34009	APO ALBROOK AFB PM 34009	PTY	B
34011	APO PANAMA CANAL COMM PM 34011	PTY	B
34059	FPO FORT AMADOR PM 34059	PTY	B
34060	APO FORT ESPINAR PM 34060	PTY	B
34061	FPO NAVSTA RODMAN PM 34061	PTY	B
LABEL COLLECTOR SACK TO:>>>>>> AMT ATHENS GR 09253			ATH
09223	APO ATHENS GR 09223	ATH	A-B1-X1
09253	APO ATHENS GR 09253	ATH	A-B1-X1
09255	APO ATHENS GR 09255	ATH	A-B1-X1
09256	APO ELEFSIS GR 09256	ATH	A-B1-X1
09525	FPO NEA MAKRI GR 09525	ATH	A-B1-X1
LABEL COLLECTOR SACK TO:>>>>>> AMT BRUSSELS BE 09153			BRU
09055	APO SHAPE BE 09055	BRU	B1
09088	APO CHIEVRES AB BE 09088	BRU	B1
09153	AMT BRUSSELS BE 09153	BRU	B1
09667	APO BRUSSELS BE 09667	BRU	B1
LABEL COLLECTOR SACK TO:>>>>>> AMT CHICKSANDS UK 09151			LON

Exhibit 311.523 (p. 1)
Authorized Sack Collectors

ZIP CODE	LABEL DIRECT POUCHES TO:	AIR STOP CODE	RESTRICTIONS
09083	APO RAF UXBRIDGE UK 09083	LON	B-C-U3
09120	APO WETHERSFIELD UK 09120	LON	B-C-U3
09125	APO RAF FAIRFORD UK 09125	LON	B-C-U3
09127	APO MILDENHALL UK 09127	LON	B-C-U3
09150	APO GREENHAM COMMON UK 09150	LON	B-C-U3
09151	AMT CHICKSANDS UK 09151	LON	B-C-U3
09179	APO LAKENHEATH UK 09179	LON	B-C-U3
09193	APO CHICKSANDS UK 09193	LON	B-C-U3
09194	APO UPPER HEYFORD UK 09194	LON	B-C-U3
09236	APO RAF MOLESWORTH UK 09236	LON	B-C-U3
09238	APO ALCONBURY UK 09238	LON	B-C-U3
09241	APO HIGH WYCOMBE UK 09241	LON	B-C-U3
09378	APO CROUGHTON UK 09378	LON	B-C-U3
09405	APO WOODBRIDGE UK 09405	LON	B-C-U3
09755	APO BENTWATERS UK 09755	LON	B-C-U3

LABEL COLLECTOR SACK TO: >>>>>> AMT FRANKFURT GE 09060 FRA

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09008	APO NIEDERRAD GE 09008	FRA	B-C-D-U
09021	APO KAPAUN AS GE 09021	FRA	B-C-D-U
09057	APO RHEIN MAIN AB GE 09057	FRA	B-C-D-U
09060	APO FRANKFURT GE 09060	FRA	B-C-D-U
09097	APO RHEIN MAIN AB GE 09097	FRA	B-C-D-U
09123	APO SPANGDAHLEM AB GE 09123	FRA	B-C-D-U
09126	APO SPANGDAHLEM AB GE 09126	FRA	B-C-D-U
09141	APO BAD HERSFELD GE 09141	FRA	B-C-D-U
09143	APO GEISSEN GE 09143	FRA	B-C-D-U
09146	APO FULDA GE 09146	FRA	B-C-D-U
09169	APO GIESSEN GE 09169	FRA	B-C-D-U
09188	APO FLORENNES BE 09188	FRA	B1
09220	APO WIESBADEN GE 09220	FRA	B-C-D-U
09633	APO LINDSEY AS GE 09633	FRA	B-C-D-U
09634	APO LINDSEY AS GE 09634	FRA	B-C-D-U
09669	APO HESSISCH-OLD GE 09669	FRA	B-C-D-U
09692	APO PREUM GE 09692	FRA	B-C-D-U
09695	APO BUCHEL GE 09695	FRA	B-C-D-U
09807	APO GIESSEN GE 09807	FRA	B-C-D-U
09860	APO ZWEIBRUCKEN GE 09860	FRA	B-C-D-U

Exhibit 311.523 (p. 2)
Authorized Sack Collectors

ZIP CODE	LABEL DIRECT POUCHES TO:	AIR STOP CODE	RESTRICTIONS
LABEL COLLECTOR SACK TO:>>>>>> AMT KADENA RI 96239		OKA	
96230	APO KADENA AB RI 96230	OKA	B-L-M-W
96239	APO KADENA AB RI 96239	OKA	B-M-W
96367	APO KADENA AB RI 96367	OKA	B-L-M-W
98770	FPO KADENA RI 98770	OKA	B-M-W
LABEL COLLECTOR SACK TO:>>>>>> AMT KIMPO KE 96276		SEL	
96224	APO TONGDUCHON-NI KE 96224	SEL	A-B
96264	APO KUNSAN KE 96264	SEL	A-B
96271	APO PYONGTEAK KE 96271	SEL	A-B
96276	APO KIMPO KE 96276	SEL	A-B
96358	APO UIJONGBU KE 96358	SEL	A-B
96366	APO OSAN AB KE 96366	SEL	A-B
96371	APO KIMPO KE 96371	SEL	A-B
96461	APO SUWON KE 96461	SEL	A-B
96524	APO CAMP STANLEY KE 96524	SEL	A-B
96570	APO OSAN KE 96570	SEL	A-B
96571	APO PYONGTAEK KE 96571	SEL	A-B
LABEL COLLECTOR SACK TO:>>>>>> AMT MADRID SP 09401		MAD	
09283	APO TORREJON SP 09283	MAD	B-U
09285	APO MADRID SP 09285	MAD	NONE
09401	APO MADRID SP 09401	MAD	B-U
LABEL COLLECTOR SACK TO:>>>>>> AMT YOKOTA JA 96328		TYO	
96270	APO YOKOTA AB JA 96270	TYO	B-M-W
96293	APO YOKOTA AB JA 96293	TYO	B-M-W
96328	APO YOKOTA AB JA 96328	TYO	B-M-W
96343	APO CAMP ZAMA JA 96343	TYO	B-M-W

Exhibit 311.523 (p. 3)
Authorized Sack Collectors

ZIP CODE	LABEL DIRECT POUCHES TO:	AIR STOP CODE	RESTRICTIONS
96361	APO YOKOTA AB JA 96361	TYO	B-M-W
96503	APO CAMP ZAMA JA 96503	TYO	B-M-W
	LABEL COLLECTOR SACK TO: >>>>>> APO BERLIN GE 09742		BER
09611	APO BERLIN GE 09611	BER	B-C-D-U
09742	APO BERLIN GE 09742	BER	B-C-D-U
	LABEL COLLECTOR SACK TO: >>>>>> APO CLARK AB RP 96274		MNL
96274	APO CLARK AB RP 96274	MNL	B-F-K
96286	APO CLARK AB RP 96286	MNL	B-F-K-L
96311	APO CLARK AB RP 96311	MNL	B-F-K-L
96408	APO CLARK AB RP 96408	MNL	B-F-K-L
96410	APO CLARK AB RP 96410	MNL	B-F-K-L
96431	APO CLARK AB RP 96431	MNL	B-F-K
96432	APO CLARK AB RP 96432	MNL	B-F-K
96434	APO CLARK AB RP 96434	MNL	P
	LABEL COLLECTOR SACK TO: >>>>>> APO FURTH GE 09696		FRA
09066	APO ERLANGEN GE 09066	FRA	B-C-D-U
09068	APO FURTH GE 09068	FRA	B-C-D-U
09070	APO ZIRNDORF GE 09070	FRA	B-C-D-U
09092	APO NURNBERG GE 09092	FRA	B-C-D-U
09093	APO NURNBERG GE 09093	FRA	B-C-D-U
09105	APO NURNBURG GE 09105	FRA	B-C-D-U
09112	APO SORGHOF GE 09112	FRA	B-C-D-U
09114	APO GRAFENWOHR GE 09114	FRA	B-C-D-U
09139	APO BAMBERG GE 09139	FRA	B-C-D
09140	APO ILLESHEIM GE 09140	FRA	B-C-D-U
09142	APO SCHWABACH GE 09142	FRA	B-C-D-U
09173	APO HOHENFELS GE 09173	FRA	B-C-D-U
09177	APO ANSBACH GE 09177	FRA	B-C-D-U
09250	APO KATTRBACH KASERNE GE 09250	FRA	B-C-D-U
09326	APO ANSBACH GE 09326	FRA	B-C-D-U
09352	APO HERZOGENAURAUCH GE 09352	FRA	B-C-D-U

Exhibit 311.523 (p. 4)
Authorized Sack Collectors

ZIP CODE	LABEL DIRECT POUCHES TO:	AIR STOP CODE	RESTRICTIONS
09411	APO BINDLACH GE 09411	FRA	B-C-D-U
09452	APO AMBERG GE 09452	FRA	B-C-D-U
09696	APO FURTH GE 09696	FRA	B-C-D-U
09751	APO CRAILSHEIM GE 09751	FRA	B-C-D-U
	LABEL COLLECTOR SACK TO:>>>>>> APO HEIDELBERG GE 09102		FRA
09007	APO SCHWETZINGEN GE 09007	FRA	B-C-D-U
09063	APO HEIDELBERG GE 09063	FRA	B-C-D-L-U
09081	APO SCHWETZINGEN GE 09081	FRA	B-C-D-U
09095	APO GERMERSHIEM GE 09095	FRA	B-C-D-U
09099	APO SECKENHEIM GE 09099	FRA	B-C-D-U
09102	APO HEIDELBERG GE 09102	FRA	B-C-D-U
09164	APO KARLSRUHE GE 09164	FRA	B-C-D-U
09333	APO SECKENHEIM GE 09333	FRA	B-C-D-U
09351	APO ETTLINGEN GE 09351	FRA	B-C-D-U
09360	APO KNIELINGEN GE 09360	FRA	B-C-D-U
09403	APO HEIDELBERG GE 09403	FRA	B-C-D-U
	LABEL COLLECTOR SACK TO:>>>>>> APO KAISERSLAUTERN GE 09227		FRA
09034	APO BAUMHOLDER GE 09034	FRA	B-C-D-U
09052	APO ZWEIBRUCKEN GE 09052	FRA	B-C-D-U
09054	APO KAISERSLAUTERN GE 09054	FRA	B-C-D-U
09059	APO MIESAU GE 09059	FRA	B-C-D-U
09067	APO KAISERSLAUTERN GE 09067	FRA	B-C-D-U
09138	APO PIRMASENS GE 09138	FRA	B-C-D-U
09144	APO FISCHBACH GE 09144	FRA	B-C-D-U
09180	APO LANDSTUHL GE 09180	FRA	B-C-D-U
09186	APO KAISERSLAUTERN GE 09186	FRA	B-C-D-U
09189	APO PIRMASENS GE 09189	FRA	B-C-D-U
09227	APO KAISERSLAUTERN GE 09227	FRA	B-C-D-U
09229	APO KAISERSLAUTERN GE 09229	FRA	B-C-D-U
09322	APO IDAR-OBERSTEIN GE 09322	FRA	B-C-D-U
09325	APO KAISERSLAUTERN GE 09325	FRA	B-C-D-U
09872	APO ZWEIBRUCKEN GE 09872	FRA	B-C-D-U

Exhibit 311.523 (p. 5)
Authorized Sack Collectors

ZIP CODE	LABEL DIRECT POUCHES TO:	AIR STOP CODE	RESTRICTIONS
	LABEL COLLECTOR SACK TO:>>>>>> APO MUNICH GE 09108		MUC
09029	APO BERCHTESGADEN GE 09029	MUC	B-C-D-U
09050	APO BAD TOLZ GE 09050	MUC	B-C-D-U
09053	APO GARMISCH GE 09053	MUC	B-C-D-U
09098	APO BAD AIBLING GE 09098	MUC	B-C-D-U
09108	APO MUNICH GE 09108	MUC	B-C-D-U
09172	APO OBERAMMERGAU GE 09172	MUC	B-C-D-U
09178	APO AUGSBURG GE 09178	MUC	B-C-D-U
09184	APO MUNICH GE 09184	MUC	B-C-D-U
09245	APO MUNICH GE 09245	MUC	B-C-D-U
09407	APO MUNICH GE 09407	MUC	B-C-D-U
09458	APO AUGSBURG GE 09458	MUC	B-C-D-U
	LABEL COLLECTOR SACK TO:>>>>>> APO OFFENBACH GE 09082		FRA
09011	APO BRUNSSUM NL 09011	FRA	B1-C-F1
09026	APO WILDFLECKEN GE 09026	FRA	B-C-D-U
09028	APO SANDHOFEN GE 09028	FRA	B-C-D-U
09031	APO KITZINGEN GE 09031	FRA	B-C-D-U
09033	APO SCHWEINFURT GE 09033	FRA	B-C-D-U
09036	APO WURZBURG GE 09036	FRA	B-C-D-U
09039	APO FRANKFURT GE 09039	FRA	B-C-D-U
09045	APO KIRCHGOENS GE 09045	FRA	B-C-D-U
09047	APO WERTHEIM GE 09047	FRA	B-C-D-U
09056	APO WORMS GE 09056	FRA	B-C-D-U
09058	APO WORMS GE 09058	FRA	B-C-D-U
09069	APO BREMERHAVEN GE 09069	FRA	B-C-D-U
09074	APO FRIEDBERG GE 09074	FRA	B-C-D-U
09076	APO BUDINGEN GE 09076	FRA	B-C-D-U
09077	APO BUTZBACH GE 09077	FRA	B-C-D
09078	APO MUENSTER GE 09078	FRA	B-C-D-U
09079	APO FRANKFURT GE 09079	FRA	B-C-D-U
09080	APO BAD GODESBERG GE 09080	FRA	B-C-D-U
09082	APO OFFENBACH GE 09082	FRA	B-C-D-U
09086	APO KAEFERTAL GE 09086	FRA	B-C-D-U
09090	APO FRANKFURT GE 09090	FRA	B-C-D-U
09091	APO GELNHAUSEN GE 09091	FRA	B-C-D-U
09103	APO RHINEDAHLEN GE 09103	FRA	B-C-D-U

Exhibit 311.523 (p. 6)
Authorized Sack Collectors

ZIP CODE	LABEL DIRECT POUCHES TO:	AIR STOP CODE	RESTRICTIONS
09110	APO DEXHEIM GE 09110	FRA	B-C-D-U
09111	APO BAD KREUZNACH GE 09111	FRA	B-C-D-U
09162	APO ASCHAFFENBURG GE 09162	FRA	B-C-D-U
09165	APO HANAU GE 09165	FRA	B-C-D-U
09166	APO MANNHEIM GE 09166	FRA	B-C-D-U
09171	APO MUENSTER GE 09171	FRA	B-C-D-U
09175	APO DARMSTADT GE 09175	FRA	B-C-D-U
09182	APO GIEBELSTADT GE 09182	FRA	B-C-D-U
09185	APO MAINZ GE 09185	FRA	B-C-D-U
09211	APO DARMSTADT GE 09211	FRA	B-C-D-U
09213	APO FRANKFURT GE 09213	FRA	B-C-D-U
09215	APO HAMBURG GE 09215	FRA	B-C-D-U
09252	APO BAD KREUZNACH GE 09252	FRA	B-C-D-U
09330	APO BAD KISSINGEN GE 09330	FRA	B-C-D-U
09353	APO WIESBADEN GE 09353	FRA	B-C-D-U
09355	APO GARLSTEDT GE 09355	FRA	B-C-D-U
09358	APO WIESBADEN GE 09358	FRA	B-C-D-U
09451	APO OBERURSEL GE 09451	FRA	B-C-D-U
09455	APO BABENHAUSEN GE 09455	FRA	B-C-D-U
09457	APO WIESBADEN GE 09457	FRA	B-C-D-U
09666	APO MAINZ KASTERL GE 09666	FRA	B-C-D-U
09701	APO KITZINGEN GE 09701	FRA	B-C-D-U
09702	APO SCHWEINFURT GE 09702	FRA	B-C-D-U
09710	APO FRANKFURT GE 09710	FRA	B-C-D-U
09711	APO DUESSELDORF GE 09711	FRA	B-C-D-U
09712	APO RHEINBERG GE 09712	FRA	B-C-D-U
09757	APO FRANKFURT GE 09757	FRA	B-C-D-U
09801	APO WURZBURG GE 09801	FRA	B-C-D-U
	LABEL COLLECTOR SACK TO: >>>>>> APO STUTTGART GE 09154	FRA	
09025	APO SCHWABISH HALL GE 09025	FRA	B-C-D-U
09035	APO NEU ULM GE 09035	FRA	B-C-D-U
09046	APO BOBLINGEN GE 09046	FRA	B-C-D-U
09061	APO NELLINGEN GE 09061	FRA	B-C-D-U
09107	APO MOHRINGEN GE 09107	FRA	B-C-D-U
09128	APO VAIHINGEN GE 09128	FRA	B-C-D-U
09131	APO VAIHINGEN GE 09131	FRA	B-C-D-U
09137	APO GOPPINGEN GE 09137	FRA	B-C-D-U
09154	APO STUTTGART GE 09154	FRA	B-C-D-U
09160	APO NELLINGEN GE 09160	FRA	B-C-D-U
09176	APO HEILBRONN GE 09176	FRA	B-C-D-U
09279	APO LUDWIGSBURG GE 09279	FRA	B-C-D-U

Exhibit 311.523 (p. 7)
Authorized Sack Collectors

ZIP CODE	LABEL DIRECT POUCHES TO:	AIR STOP CODE	RESTRICTIONS
09281	APO SCHWABISCH GE 09281	FRA	B-C-D-U
09359	APO ECHTERDINGEN GE 09359	FRA	B-C-D-U
09454	APO GOPPINGEN GE 09454	FRA	B-C-D-U
	LABEL COLLECTOR SACK TO: >>>>>> APO YONGSAN KE 96301		SEL
96204	APO SEOUL KE 96204	SEL	A-B
96206	APO SEOUL KE 96206	SEL	A-B
96301	APO YONGSAN KE 96301	SEL	A-B
96302	APO YONGSAN KE 96302	SEL	A-B
	LABEL COLLECTOR SACK TO: >>>>>> FPO SUBIC BAY RP 96650		MNL
96650	FPO SUBIC BAY RP 96650	MNL	B-F-K
96651	FPO SUBIC BAY RP 96651	MNL	B-F-K
96652	FPO SUBIC BAY RP 96652	MNL	B-F-K
96654	FPO CUBI POINT RP 96654	MNL	B-F-K
	LABEL COLLECTOR SACK TO: >>>>>> FPO YOKOHAMA JA 98760		TYO
98760	FPO YOKOHAMA JA 98760	TYO	B-M-W
98761	FPO YOKOHAMA JA 98761	TYO	B-M-W
98762	FPO YOKOSUKA JA 98762	TYO	B-M-W
98765	FPO YOKOSUKA JA 98765	TYO	B-M-W
98767	FPO ATSUGI JA 98767	TYO	B-M-W
98768	FPO KAMISEYA JA 98768	TYO	B-M-W
	LABEL COLLECTOR SACK TO: >>>>>> NONE		
09009	APO RAMSTEIN GE 09009	FRA	B-C-D-U
09012	APO RAMSTEIN GE 09012	FRA	B-C-D-U
09038	APO RIYADH SA 09038	RUH	B-E2-F-H1-R-U1
09075	APO BURTONWOOD UK 09075	MAN	B-C-U3
09094	APO RAMSTEIN AB GE 09094	FRA	B-C-D

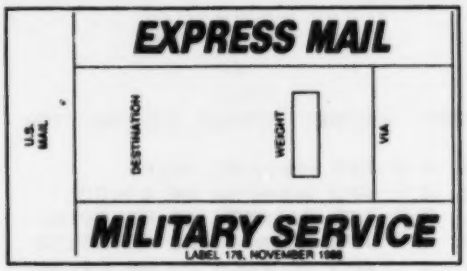
Exhibit 311.523 (p. 8)
Authorized Sack Collectors

ZIP CODE	LABEL DIRECT POUCHES TO:	AIR STOP CODE	RESTRICTIONS
09109	APO HAHN GE 09109	FRA	B-C-D-U
09122	APO HAHN AB GE 09122	FRA	B-C-D
09130	APO SEMBACH AB GE 09130	FRA	B-C-D-U
09132	APO BITBURG AB GE 09132	FRA	B-C-D-U
09136	APO SEMBACH AB GE 09136	FRA	B-C-D
09210	APO HARROGATE UK 09210	LBA	B-C-U3
09305	APO NEUBRUECKE GE 09305	FRA	B-C-D-U
09509	FPO LONDON UK 09509	LON	B-C
09510	FPO LONDON UK 09510	LON	B-C-U3
09520	FPO NAPLES IT 09520	NAP	B-C-F-U-X-X1
09521	FPO NAPLES IT 09521	NAP	B-C-F-U-X-X1
09522	FPO NSA GAETA IT 09522	NAP	B-C-F-U-X-X1
09523	FPO SIGONELLA IT 09523	CTA	B-C-F-U-X-X1
09524	FPO NAPLES IT 09524	NAP	B-C-F-U-X-X1
09553	FPO LONDON UK 09553	LON	B-C
09560	FPO NAS BERMUDA BD 09560	BDA	NONE
09693	APO THESSSALONIKA GR 09693	ATH	A-B1-X1
09694	APO COMISO IT 09694	CTA	B-C-F-U-X-X1
09777	APO PARIS FR 09777	PAR	A-B-C-E
09794	APO ROME IT 09794	ROM	B-C-F-U-X-X1
96209	APO SYDNEY AS 96209	SYD	A-B-H-M-U
96346	APO BANGKOK TH 96346	BKK	F-U
96528	APO MANILA RP 96528	MNL	B-F-K
98773	FPO KAWASAKI RI 98773	OKA	B-M-W
98774	FPO CAMP FOSTER RI 98774	OKA	B-M-W
98775	FPO CAMP KINSER RI 98775	OKA	B-M-W
98776	FPO CAMP CORTNEY RI 98776	OKA	B-M-W
98778	FPO CAMP KUWAE RI 98778	OKA	B-M-W

Total number of ZIPS in this report = 261

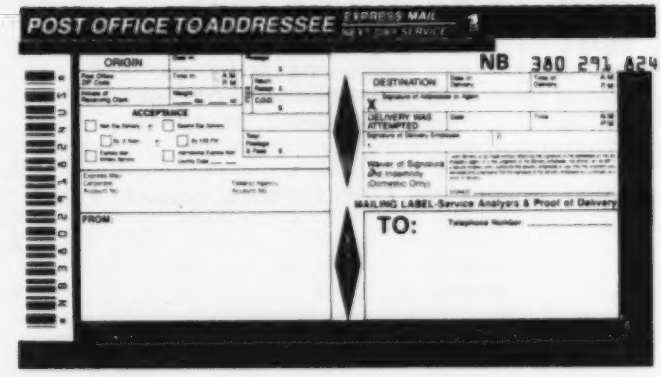
Exhibit 311.523 (p. 9)
Authorized Sack Collectors

Label 176
Used to enter routing information on EMMS outside pieces.



Label 86
Identifies outside pieces as Express Mail Military Service.

Label 11-B
Provides all information required to complete delivery of the outside EMMS piece.



Label 63
Identifies the outside EMMS piece as Express Mail requiring expedited handling.

Exhibit 311.56 (p. 1)
Outside EMMS Pieces

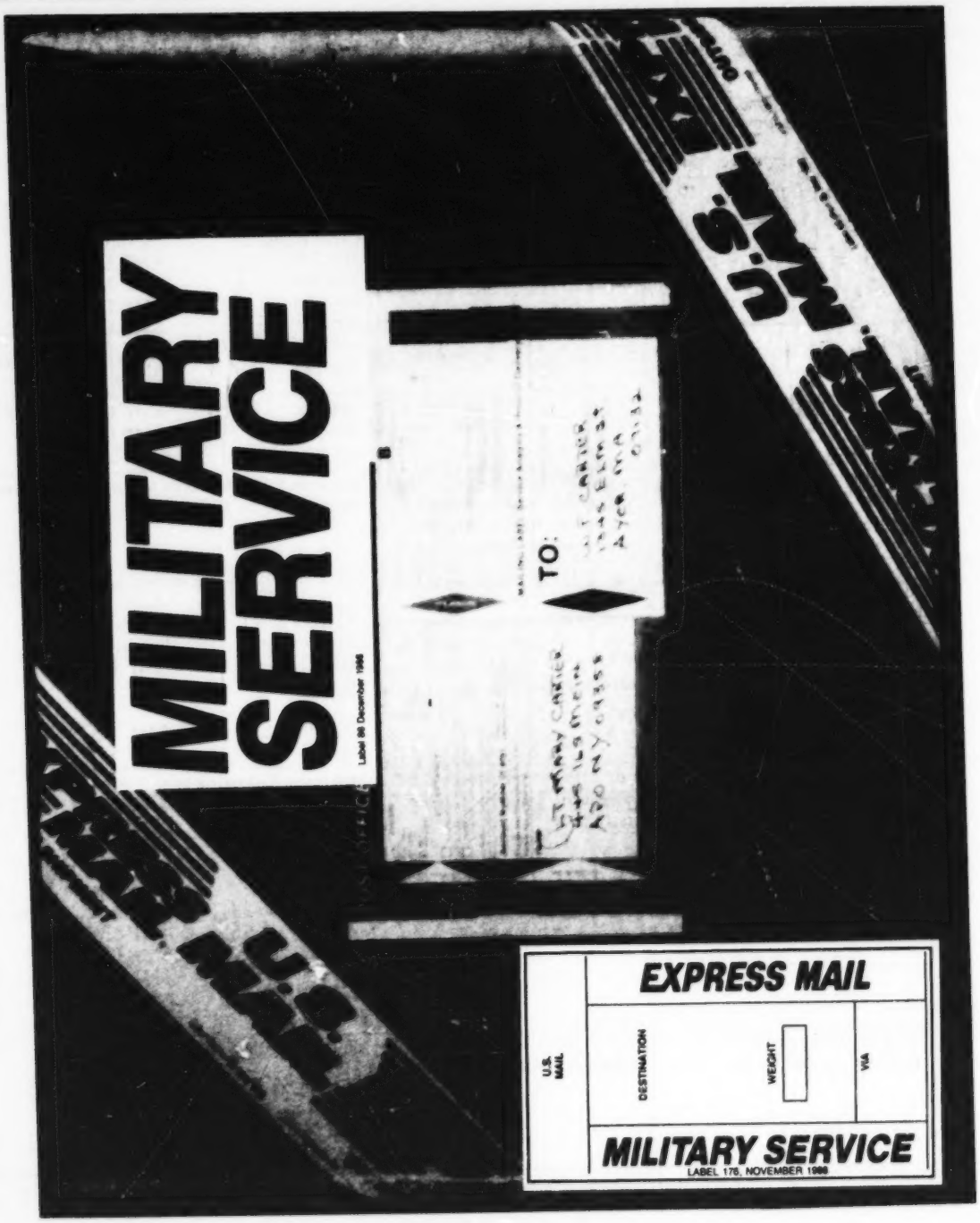


Exhibit 311.56 (p. 2)
Outside EMMS Pieces

Rule	If you are preparing EMMS for dispatch:	And	The postal clerk shall
1	You identify the CONUS destination ZIP Code.	Your MPO is serviced by the Postmaster New York and you have sufficient volume and air transportation, non-stop, direct, or intraline.	Make the following separations: CONUS ZIP Code Range — Name of EMMS Processing Facility 200-299 — AMF IAD/DCA 300-399 — AMF MIA/ATL 400-699 — AMF ORD 800-831 — AMF ORD 840-847 — AMF ORD 700-799 — AMF DFW 832-839 — AMF SFO 850-898 — AMF LAX 900-935 — AMF LAX All other ZIPs — AMF JFK
2	You identify the CONUS destination ZIP Code.	your MPO is serviced by the Postmaster New York and you do not have sufficient volume or air transportation.	dispatch EMMS pieces loose in an Express Mail pouch to JFK.
3	You identify the CONUS destination ZIP Code.	your MPO is serviced by the Postmaster New York, you are dispatching according to Rule 1, but only dispatch to LAX or SFO for western destinating ZIPS.	Make the following separations: CONUS ZIP Code Range — Name of EMMS Processing Facility 800-898 — AMF LAX 900-994 — AMF LAX or 800-898 — AMF SFO 900-994 — AMF SFO
4	You identify the CONUS destination ZIP Code.	your MPO is serviced by the Postmaster San Francisco or Seattle.	Make the following separations: CONUS ZIP Code Range — Name of EMMS Processing Facility 006-399 — AMF JFK 400-699 — AMF ORD 700-799, 800-831 — AMF SFO 840-847, 936-961 — AMF SFO 850-935 — AMF LAX 967-968 — AMF HNL 970-994 — AMF SEA 995-999 — AMF ANC
5	You identify the CONUS destination ZIP Code.	your MPO is serviced by the Postmaster Miami.	Make the following separations: CONUS ZIP Code Range — Name of EMMS Processing Facility 100-119 — AMF JFK ALL Other ZIPS — AMF MIA

Exhibit 312.1 (p. 1)
MILCON Makeup Requirements

Rule	If you are preparing EMMS for dispatch:	And	The postal clerk shall
6	You have separated the EMMS to the proper CONUS Gateway.	you are preparing the EMMS pouch slide label.	enter the following information on the label: 1. Name of EMMS gateway of destination 2. EMMS-Domestic ZIP Code Range 3. Gateway Airport Code 4. Origin APO/FPO ZIP Code 5. Pouch weight in kilograms Affix slide label to pouch
7	The EMMS is an outside piece.	the outside piece has been checked to see if it is sackable. (All sackable EMMS must be pouched exclusively in blue and orange nylon Express Mail equipment). Note: Do not dispatch any other class of mail in this equipment	Affix: Label 86, *Express Mail Military Service* Label 63, *Express Mail Outside Shipment* Label 176, *Express Mail--Military Service* and dispatch as an outside
8	The EMMS has been prepared in accordance with above rules.	the pouch is ready to be sealed.	affix: Tag 176-B seal pouch: utilize plastic (item 0-813-R) or wire seal. Do *not* use tin band seals unless required to meet local conditions.

Exhibit 312.1 (p. 2)
MILCON Makeup Requirements

312.2 Destinating CONUS Separations. Make-up all MILCON EMMS destinating CONUS to the following separations and dispatches according to Exhibit 312.1:

a. MPOs serviced by Postmaster New York:

CONUS ZIP Code Range	Name of EMMS Processing Facility	CET
200-299	AMF IAD/DCA	1900/1815
300-399	AMF MIA/ATL	1630/1700
400-699, 800-831, 840-847	AMF ORD	1200
700-799	AMF DFW	1500
832-839, 936-994	AMF SFO	1700
850-898, 900-935	AMF LAX	1700
All Other ZIPs	AMF JFK	1700

Note: If you dispatch only to LAX or SFO, the ZIP span would be 800 - 898, 900 - 994. Any MMT serviced by the postmaster New York and having sufficient volume and air transportation, non-stop, direct, or intraiine to any of the EMMS processing facilities in section a. should dispatch according to the ZIP Codes serviced by that facility. Any MMT serviced by the postmaster New York and not having sufficient volume or air transportation to the EMMS processing facilities in section a. should dispatch pieces to the above ZIPs loose in a JFK pouch.

b. MPOs serviced by Postmaster San Francisco or Seattle:

CONUS ZIP Code Range	Name of EMMS Processing Facility	CET
006-399	AMF JFK	1700
400-699	AMF ORD	1200
700-799	AMF SFO	1700
800-831, 840-847	AMF SFO	1700
850-935	AMF LAX	1700
936-961	AMF SFO	1700
967-968	AMF HNL	1700
970-994	AMF SEA	1700
995-999	AMF ANC	1700

c. MPOs serviced by the Postmaster Miami:

CONUS ZIP Code Range	Name of EMMS Processing Facility	CET
100-119	AMF JFK	1700
All Other ZIPs	AMF MIA	1630

Note: All MPOs must make-up a 5 digit direct EMMS pouch for St. Louis PDC for *money order receipts only.* Tag 176-B, *Express Mail--Military Service,* must show STL in the "Destination" portion of the tag and the appropriate gateway (offload point) in the "VIA" portion of the tag.

312.3 Dispatches to U.S. APO/FPOs preparing EMMS dispatches to the United States must use the following labeling format:

AMF KENNEDY NY 003
EMMS-(Domestic ZIP Code Span)
JFK (Air stop code)
FPO YOKOHAMA JA 98760 (Weight of sack in kilograms)

312.4 Military Dispatching Office. The military dispatching office must attach a Tag 176-B, *Express Mail--Military Service,* to each EMMS sack showing the three-letter alpha air stop code. Additionally, the military dispatching office/military mail terminal must show the specific intra/interline routing in the "VIA" portion of the tag if mail is not dispatched on a direct flight to its destination.

312.5 Flight Selection. The flight selection criteria for MILCON routings is as follows:

a. Critical Entry Times (CETs). Earliest practical arrival time, but not later than 1700 hours. The exceptions are ORD whose CET is 1200 hours, DFW whose CET is 1500 hours, MIA whose CET is 1630 hours, IAD whose CET is 1900, and DCA whose CET is 1815 hours.

b. Airline Selection Priority Guide

1) Non-stop
2) Direct
3) Intraline transfers (same carrier, i.e., PA to PA)
4) Interline transfers (different carrier, i.e., PA to TW)

c. Normal Equitable Tender Policy. Normal equitable tender policy does not apply. Use of U.S. or foreign flag carriers must be based on the above criteria.

312.6 Express Mail Pouches. Pouch all sackable EMMS exclusively in blue and orange nylon Express Mail equipment. Do not dispatch any other class of mail in this equipment

312.7 Sealing Pouches. Use plastic (item 0-813-R) or wire seals to seal pouches. Do not use tin band seals when dispatching EMMS to U.S. destinations.

312.8 Outside Pieces. All EMMS outside pieces must have Label 86, *Express Mail Military Service*, Label 63, *Express Mail Outside Shipment*, Label 176, *Express Mail--Military Service*, and appropriate customs label affixed. (Refer to Exhibit 311.56.)

Note: Keep outside pieces to a minumum; check to see if a piece of EMMS is sackable even if only the one article will fill a pouch because of its size.

320 Dispatch Responsibilities

321 U.S. Postal Service

321.1 General. The following dispatch discipline principles must be strictly adhered to at each postal facility that handles EMMS:

a. NASS products provided by the TMSCs must be followed.

b. All EMMS labels must be legible and properly made-up according to the authorized EMMS APO/FPO Make-up and Labeling list. (See Exhibit 211(b).)

c. All EMMS must be pouched as 5 digit directs.

d. Only those 5 digit direct pouches designated to be placed in a specific collector sack may be placed in that collector sack.

e. No working sacks may be dispatched to a military mail terminal (MMT).

f. All EMMS CETs and clearance times must be strictly adhered to.

Note: Origins serviced by a particular EMMS exchange office must use that exchange office's transportation for EMMS and ensure that the EMMS arrives prior to the exchange office's CET. EMMS *must not* be bracketed to another exchange office for in house processing and dispatch. This does not preclude an origin from dispatching to another exchange office so long as the routing utilizes an intraline transfer with sufficient transfer time. (Refer to Exhibit 321.1 for designated EMMS gateway exchange offices and the ZIP Codes of the geographical areas they service.)

321.2 Acceptance Office

a. Adhere to all EMMS cut-off times.

b. EMMS must leave the acceptance office on the specific surface transportation designated to meet the GMF/AMF/EMMS gateway exchange office EMMS critical entry time (CET).

c. EMMS must be tailgated so as to be easily identifiable for offload/onload.

321.3 General Mail Facility (GMF)

a. Transfer EMMS accepted at associate offices expeditiously to meet the designated surface transportation to the AMF/exchange office.

b. Do not delay scheduled surface transportation at the GMF as this could cause the EMMS to miss the targeted air transportation.

c. Maintain communications with the AMF/exchange office so that contingencies can be effected quickly when the unexpected occurs, i.e., flight cancellations or vehicle breakdowns.

d. EMMS must be tailgated for easy identification and offload at the AMF/exchange office.

321.4 Airport Mail Facility (AMF)

a. Dispatch EMMS on the flight indicated in the NASS documents in order to meet the published CET at the exchange office/gateway or the connecting intraline flight.

b. If the AMF is dispatching to a flight which must make an intraline transfer at another airstop, AMF personnel must ensure that the proper documentation, Form 2900, *U.S. Military Mail by U.S. Commercial Carriers Dispatch Record*, or Form 2942-A, *Military Mail--AV-7 Delivery List*, as appropriate has been initiated.

c. AMFs must interface with air carriers to ensure that the EMMS is being handled pursuant to the prescribed guidelines. (See 133, Air Carriers.)

321.5 EMMS Exchange Office/Gateway

a. EMMS exchange offices/gateways must ensure that EMMS is tendered to the designated flight in the NASS documents in order to meet the CET at the destinating foreign airstop.

b. Exchange offices/gateways must initiate the proper documentation, Form 2900, *U.S. Military Mail by U.S. Commercial Carriers Dispatch Record,* or Form 2942-A, *Military Mail--AV 7 Delivery List,* as appropriate.

c. EMMS exchange offices/gateways must also interface with air carriers to ensure proper handling of EMMS.

Note: If, on occasion, a designated EMMS air carrier's ground handling agent fails to pick-up an EMMS dispatch, the AMF/exchange office must make a planeside dispatch. If the air carrier's ground handling agent consistently fails to pick-up an EMMS dispatch, refer the matter to the IMM coordinator for resolution.

322 Department of Defense

322.1 Accepting Military Post Office (MPO)

a. Tie-out and prepare EMMS shipments for dispatch and complete all acceptance and distribution requirements prior to the scheduled departure time of the vehicle to the GSU or AMT.

Note: Final EMMS cut-off times must be reflective of the handling requirements prior to the scheduled departure time of the vehicle to the GSU/MMT.

b. EMMS must be tailgated so as to be readily identifiable and easy to offload.

c. Ensure that vehicle departures are not delayed as this could cause the EMMS to miss targeted downline transportation.

d. Maintain communications with the serving MMT through postal MACOMS to ensure MPO/GSU/MMT handling time requirements and transportation segment schedules are compatible at all times. (DoD 4525.6-M, Volume I, Chapter 10, Paragraph D.5).

322.2 General Support Unit (GSU)

a. Monitor EMMS transferring from one transportation segment to another.

b. Ensure that MPO EMMS dispatches transiting a GSU are scheduled to connect with the first available transportation segment destined to the appropriate military mail terminal (MMT).

c. Ensure that orange and blue Express Mail pouches are the first mails unloaded from arriving transportation segments.

d. Ensure that the loading of the departing segment is consistent with the requirements necessary to ensure timely unloading at the MMT, i.e, separate from other classes of mail, tailgated, etc.

e. Ensure that loading is completed in time to allow the departing segment to leave on schedule.

f. If a departure is late, make every effort to minimize that lateness and advise subsequent stops on the segment by telephone of the late departure.

Exchange office	Service area
AMF Anchorage (ANC)	995–999 (AK)
AMF Atlanta (ATL)	270–289 (NC) 290–299 (SC) 300–319 (GA) 320–326 (FL) 350–369 (AL) 370–386 (TN) 387–393, 397 (MS)
AMF Boston (BOS)	014–026, 055 (MA) 027–029 (RI) 030–039 (NH) 040–049 (ME) 050–054, 056–059 (VT) 120–123, 128–129 (NY)
AMF Dallas (DFW)	710–714 (LA) 733, 750–758, 760–769, 780–782, 786–799, 885 (TX) 716–722, 724–729 (AR) 723 (TN) 730–731, 734–738, 740–741, 743–749 (OK), 739 (KS)
AMF Denver (DEN)	590–599 (MT) 800–816 (CO) 820–831, 840–847 (UT) 832–838 (ID) 870–884 (NM) 979 (OR) 893, 898 (NV)
AMF Houston (IAH)	759, 770–779, 783–785 (TX)
AMF Kansas City (MCI)	630–658 (MO) 620–623, 628, 629 (IL) 660–679 (KS)
AMF Kennedy (JFK)	100–119, 124–127, 130–149 (NY) 070–079, 088–089 (NJ) 010–013 (MA) 060–069 (CT)
AMF Los Angeles (LAX)	900–935 (CA), 889–891 (NV) 850, 852, 853, 855–857 859–860, 863–864 (AZ) 865 (NM)
AMF Miami (MIA)	327–349 (FL)
AMF New Orleans (MSY)	700–708 (LA) 394–396 (MS)
AMF O'Hare (ORD)	600–611, 613–619, 624–629 (IL) 515–516, 570–577, 680–681, 683–693 (NE) 530–539, 541–545, 549 (WI) 500–514, 520–528, 612 (IA) 490–497, 498–499 (MI) 460–469, 472–479 (IN) 424 (KY)
AMF Philadelphia (PHL)	080–087 (NJ), 150–196 (PA), 197–199 (DE) 250–253, 255–266 (WV)
AMF Seattle (SEA)	980–986, 988–994 (WA), 970–978 (OR)
AMF Honolulu (HNL)	967–969 (HI)
AMF Detroit (DTW)	400–423, 425–427 (KY) 430–458 (OH) 480–489 (MI) 470–471 (IN)
AMF Dulles (IAD)	200–205 (DC) 206–219 (MD) 220–246 (VA) 247–249, 254, 267, 268 (WV)
AMF St. Paul/Minneapolis (MSP)	540, 546–548 (WI), 550–567 (MN), 580–588 (ND)
AMF San Francisco (SFO)	936–961 (CA) 894–895, 897 (NV)
AMF San Juan (SJU)	006–009

Exhibit 321.1
EMMS Exchange Offices

322.3 Military Mail Terminal (MMT) and Fleet Mail Center (FMC)

a. Develop a postal operating plan and coordinate critical entry and clearance times with those of supported MPOs. (See DoD 4525.6-M, Vol I, Chapter 8, Paragraph C.)

b. Coordinate incoming and outgoing Express Mail movement with local land and air transportation resources. Give special attention to EMMS requirements in developing the MMT consolidated schedule of truck runs. (See DoD 4525.6-M, Vol I, Chapter 10, Part 1, Paragraph D.6.)

c. Establish and maintain operational interface with air carriers, such as:

(1) All MMT/FMC personnel engaged in receipt and dispatch activities must be knowledgeable of air carrier responsibilities.

(2) All personnel must be knowledgeable of the allowable time between flight "close-out" and flight "departure", and between flight "arrival" and mail "delivery" time.

(3) Designated Express Mail carrier schedules must be continually reviewed and the appropriate JMPA advised when departure/arrival time changes impact operations.

(4) Both MMT/FMC and airline personnel must understand the difference between orange and blue (Express Mail) and plain orange (Priority Mail) equipment. When priority decisions must be made, Express Mail equipment has top priority.

(5) Document irregularities in the preparation of EMMS dispatches by the originating MPO or CONUS gateway.

(6) Notify downline MPOs and the appropriate JMPA of operational irregularities.

(7) Conduct periodic surveillance of originating, transfer and terminating flights. At a minimum, ramp clerks must monitor all originating and one terminating flight transporting Express Mail from the total number of designated Express Mail flights arriving in any one day.

d. MMTs must target EMMS dispatches to arrive at CONUS EMMS Exchange Offices before 1700 hours (1200-ORD; 1500-DFW; 1630-MIA; 1900-IAD/1815-DCA) on the first day after mailing. Express Mail dispatches are then distributed into the domestic Express Mail delivery system.

330 Form 2900, *U.S. Military Mail by Commercial Air Carriers Dispatch Record*

331 Responsibilities

Personnel in U.S. Postal Service exchange offices and military post offices overseas who are responsible for preparing and completing Form 2900 (to be used for manifesting all categories of military mail) must comply with the instructions in this section. It is the responsibility of the USPS and military headquarters for each domestic and overseas activity to ensure that all military mail dispatching locations are completely familiar with these procedures.

332 Supply

Forms 2900 are available at the USPS materiel distribution centers in Topeka, Kansas and Somerville, New Jersey. Encourage all appropriate USPS and military mail dispatching locations to maintain an adequate number of Forms 2900 locally.

333 Completing Form 2900

To assist in completing Form 2900, the blocks on the sample (see Exhibit 333) have been lettered to relate to the following:

a. Serial Number

(1) This is a preprinted, consecutive series of numbers which is used to account for each form. If a form is voided, show the reason for voiding the form in the Remarks section of the form. Voided forms (with an explanation) must be forwarded with all other completed forms. Write the word VOID across the face of the form and send all available copies to the reporting unit at Dulles Airport with completed forms. (See 344 for the AMF Dulles address.)

(2) On the last Form 2900 of a series of numbers add the letter X to the preprinted number to indicate the end of the series. Example: Suppose the series of numbers is 1001-2000 and

the next series of numbers does not follow with 2001. Add the letter X to the form numbered 2000 to make it read 2000X.

b. Inclusive Dates. For example: If January 1 falls on Monday and January 31, on Wednesday, therefore, the inclusive dates for the first week are January 1-5 (Monday through Friday); second week 6-12 (Saturday through Friday); fourth week 20-26 (Saturday through Friday); and fifth week 27-31 (Saturday through Wednesday). Close out and total separately a new Form 2900 each week. In this example, the form for the fifth week in January is closed out after completing the entries on the Wednesday line. *Begin a new Form 2900 on the first day of each month.*

c. Military Group. If mail is originated by or destinated to the Army or Air Force, place an X in the APO box. If mail is originated by or destined to the Navy or Marines, mark the FPO box.

d. Origin Airport. Complete this block by using the three letter alpha code of the airport from which the mail will be dispatched.

e. Carrier Code. Complete this block by using the alpha code of the airline to which the mail will be tendered. If an interline transfer (between U.S. air carriers) must be used, prepare a separate Form 2900. Show the alpha codes for both air carriers involved in the block.

f. Flight Code. Enter in this block the flight number to which the mail is manifested.

Note: It is not necessary to enter the flight number for SAM mail. (See 333d, Carrier Code, for interline transfers.) Enter by destination the total SAM bulk weight tendered to a carrier each day.

g. Departure Time. Enter in this block the scheduled deparature time of the flight for which the mail is manifested.

Note: It is not necessary to show departure time for SAM mail. When the same flight number has different departure times on different days of the week, use a time span in the Departure Time block. Example: Flight departure of the same flight number on Saturday, Sunday and Monday is 1300; on Tuesday and Wednesday - 1530; on Thursday and Friday - 1615. In this case show 1300 - 1615 in Departure Time block.

h. Day. Complete the preprinted SAT. through FRI. lines as explained in 333b. Show the applicable bulk weight entries in kilograms in the appropriate destination column of the day of dispatch. When no mail is available to a destination, write "No Mail" in the column. Also, when a flight does not operate, write "Flight Did Not Operate."

i. Category for Each Destination. Mark this block to identify the category of mail. Mark an X in only one appropriate box to indicate the type of mail to be manifested in each column. List each category separately in the applicable Destination columns.

j. Destination

(1) Enter the three letter alpha code of the airport at which the mail will be offloaded by the air carrier for delivery to the receiving unit. When mail is manifested to destination of flight with more than four offload points, use a second Form 2900. Mark page numbers over the preprinted serial number. For example, if there are 2 pages, mark Page 1 of 2 on the first form, and Page 2 of 2 on the second. Each page will be totalled separately.

(2) When an approved interline transfer between two U.S. air carriers is used, show the transfer airport and destination airport in the Destination block. Example: Northwest Airlines SEA/TYO for transfer to Flying Tiger TYO/TPE. Show TYO/TPE in Destination block.

Note: Interline transfers, when authorized, must never involve more than two U.S. air carriers.

k. Pieces (PCS). Indicate bulk total number of pieces including sacks, outside pieces, and/or containers.

Note: It is not necessary to indicate a piece count for SAM mail.

l. Kilograms. Enter all weights on this form in kilograms and grams only. See weight conversion charts in Exhibit 333(1).

Note: The broken line in the weight column separates kilograms from grams. Use the space to the left of the broken line to enter kilograms. To the right, round off to the nearest 100 grams or tenths of a kilogram. When a weight entry must

be changed, draw a line through the incorrect entry and insert the correct weight on the same line above the wrong weight. The postal representative who has made the change must initial the correction. Keep corrections to a minimum, but if a correction must be made, be certain to change all copies.

m. Total Weight. Add the weights of each destination across the line for each day and show the total in kilograms. Round-off to the nearest 100 grams or tenths of a kilogram.

n. Postal Representative. The postal or military service representative who has listed the mail must sign on this line.

o. Air Carrier Representative. The airline employee who accepts and verifies the mail tendered by the postal or military service representative must sign on this line.

p. Total. This is the total of all the mail for the Destination column(s) for the week entered in kilograms -- rounded off to the nearest 100 grams.

q. Total (For the Week). This is the total of each line entry added down. Obtain a cross balance for verification by adding the Destination column totals at the bottom. They must agree.

r. Remarks. Enter any pertinent information necessary to clarify special or unusual entries. Example: JUMPS mail.

s. Certification. After completing the form, a supervisory postal or military service representative must sign this space as a certification that the mail was tendered and that the form is complete and accurate.

334 Submitting Form 2900

Follow these procedures to submit Form 2900:

a. Close out, total, and verify Forms 2900 after the last entry on Friday of each week.

b. Forward completed Forms 2900 no later than Saturday of each week by regular (not registered) First-Class Mail to the AMF Dulles processing unit. AMF Dulles will record the date of receipt of the Forms 2900 from each location. All dispatching activities in the U.S., as well as those overseas, will forward the completed Form 2900 to the following address:

FOREMAN IAMRU
AIRPORT MAIL FACILITY
DULLES INTERNATIONAL AIRPORT
WASHINGTON DC 20041-9707
Exception: JFK has its own data entry unit.

c. USPS Headquarters will take follow-up action with those locations from which Forms 2900 are not received promptly.

335 Distribution Form 2900

Distribute as indicated on the lower right corner of each copy on the appropriate day of the week. On days when no mail is tendered to the air carrier or a flight does not operate, note "No Mail" or "Flight Did Not Operate" on the air carrier copy for that day and give to air carrier.

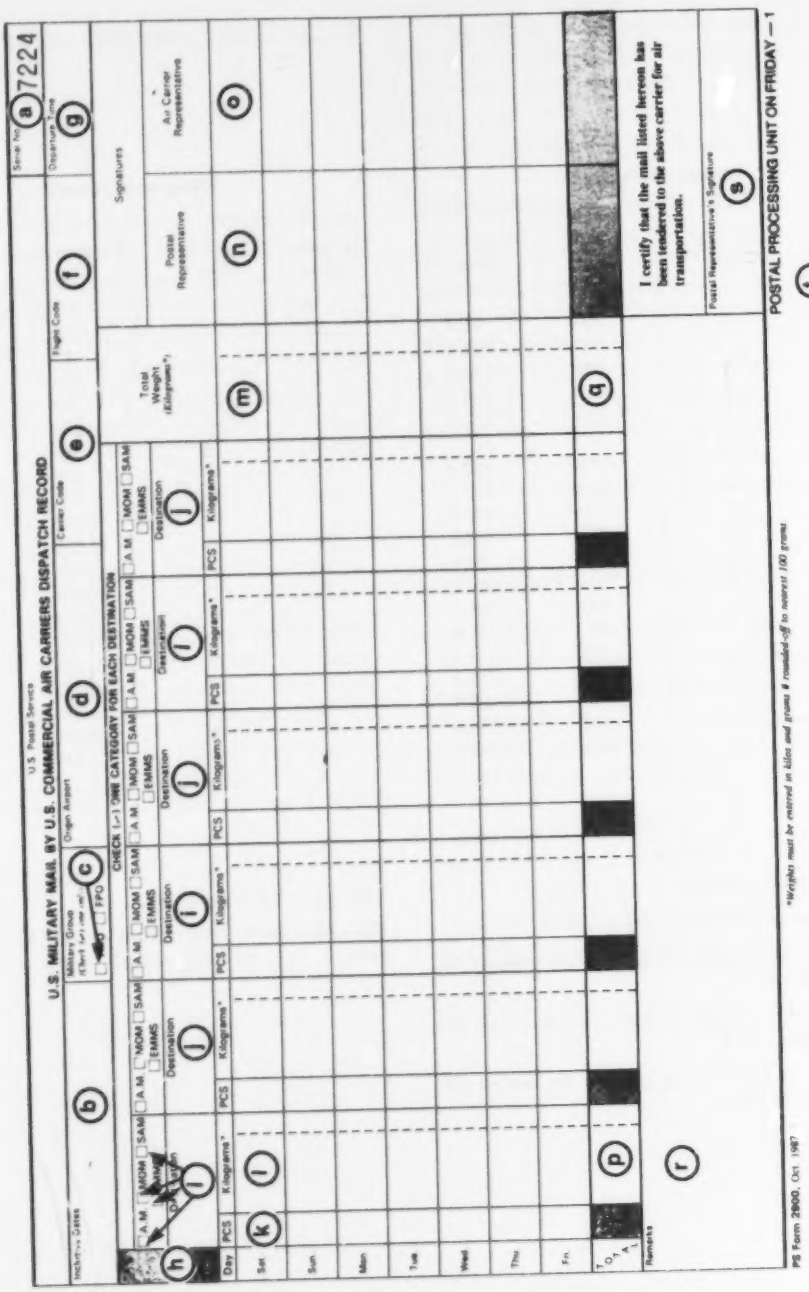


Exhibit 333
Sample Form 2900, ***U.S. Military Mail by U.S. Commercial Air Carriers Dispatch Record***

Pounds/Kilograms

Pounds/ lbs.	Kilograms/ Kilos	Pounds/ lbs.	Kilograms/ Kilos
1	.5	200	90.7
2	.9	300	136.1
3	1.4	400	181.4
4	1.8	500	226.8
5	2.3	600	272.2
6	2.7	700	317.5
7	3.2	800	362.9
8	3.6	900	408.2
9	4.1	1,000	453.6
10	4.5	2,000	907.2
20	9.1	3,000	1,360.8
30	13.6	4,000	1,814.4
40	18.1	5,000	2,268.0
50	22.7	6,000	2,721.6
60	27.2	7,000	3,175.2
70	31.8	8,000	3,628.8
80	36.3	9,000	4,082.4
90	40.8	10,000	4,536.0
100	45.4	25,000	11,340.0

Kilograms/pounds

Kilograms/ Kilos	Pounds/ lbs.	Kilograms/ Kilos	Pounds/ lbs.
1	2	200	440
2	4	300	660
3	7	400	880
4	9	500	1,100
5	11	600	1,320
6	13	700	1,540
7	15	800	1,760
8	18	900	1,980
9	20	1,000	2,200
10	22	2,000	4,400
20	44	3,000	6,600
30	66	4,000	8,800
40	88	5,000	11,000
50	110	6,000	13,200
60	132	7,000	15,400
70	154	8,000	17,600
80	176	9,000	19,800
90	198	10,000	22,000
100	220	25,000	55,115

1 Pound = 453.597 grams.

2.2046 Pounds = 1,000 Grams or 1 Kilogram.

When converting Kilos to Pounds, simply multiply the number of Kilos by 2.2

When converting Pounds to Kilos, simply divide the number of Pounds by 2.2.

Mail weights in Kilos are recorded to the nearest 100 Grams or tenth of a Kilo.

1 Kilogram = 2.2046 Pounds.

The chart above reflects mail weights to the nearest pound.

Exhibit 333(l)
Weight Conversion Chart

340 Form 2942-A, *Military Mail--AV-7 Delivery List*

341 General

Form 2942-A is basically a Universal Postal Union (UPU) form used for listing and billing international airmail dispatches between countries. The general construction of the form and the information required is standard for all countries using this form. The text, however, is printed in the language of the country making the dispatch. Unless otherwise arranged, mail tendered to a foreign flag air carrier is paid transportation charges at the UPU rates.

342 Conditions For Use

As military mail is composed of different categories of mail from domestic mail and is transported at different rates, it is important that each category be listed on Form 2942-A separately to accommodate statistical and compensation requirements. The requirements to use the Form 2942-A for military mail is limited to the following conditions:

a. When military mail is dispatched to and transported totally by a foreign flag air carrier that has not formally agreed to accept Forms 2900, prepare one set of Form 2942-A.

b. When mail is to be transferred between a U.S. air carrier and a foreign flag air carrier (that has not formally agreed to accept Forms 2900) or vice-versa, prepare sufficient sets to allow each carrier five copies (at least two sets).

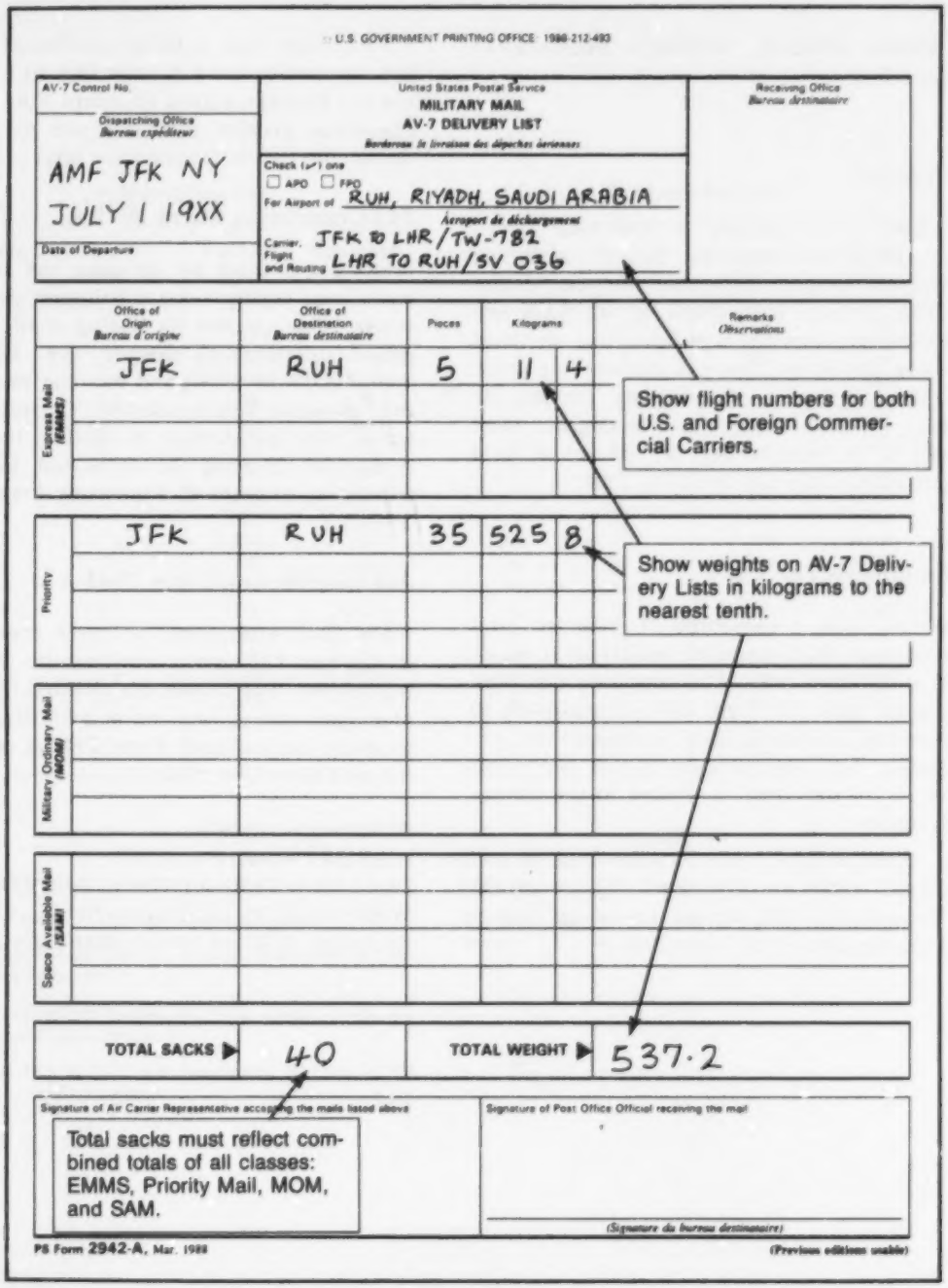
343 Completing Form 2942-A

Prepare the form by entering the information neatly and legibly using a ballpoint pen or typewriter. Use caution in listing mail under the proper military mail category (i.e., EMMS, Airmail, MOM, or SAM) and totalling the weights in the respective weight columns. Correct errors detected after preparation by circling the incorrect entry, and initialing the correction. (See Exhibit 343 for an example of a correctly prepared Form 2942-A.)

344 Distributing Form 2942-A

Form 2942-A is printed in seven sheets (copies) to the set. The carrier receives the original and four copies. Two copies are retained by the office of preparation. At the end of each day's dispatch, send one copy of each Form 2942-A prepared via the next First-Class Mail to:

FOREMAN IAMRU
AIRPORT MAIL FACILITY
DULLES INTERNATIONAL AIRPORT
WASHINGTON DC 20041-9707
Exception: JFK has its own data entry unit.



U.S. GOVERNMENT PRINTING OFFICE: 1988-212-493

AV-7 Control No.	United States Postal Service MILITARY MAIL AV-7 DELIVERY LIST *Bordereau de livraison des dépêches aériennes*	Receiving Office *Bureau destinataire*
Dispatching Office *Bureau expéditeur* AMF JFK NY	Check (✓) one ☐ APO ☐ FPO For Airport of RUH, RIYADH, SAUDI ARABIA *Aéroport de déchargement*	
Date of Departure JULY 1 19XX	Carrier JFK TO LHR/TW-782 Flight and Routing LHR TO RUH/SV 036	

	Office of Origin *Bureau d'origine*	Office of Destination *Bureau destinataire*	Pieces	Kilograms		Remarks *Observations*
Express Mail (EMMS)	JFK	RUH	5	11	4	
Priority	JFK	RUH	35	525	8	
Military Ordinary Mail (MOM)						
Space Available Mail (SAM)						
TOTAL SACKS ▶	40	TOTAL WEIGHT ▶	537.2			

Signature of Air Carrier Representative accepting the mails listed above

Signature of Post Office Official receiving the mail

(Signature du bureau destinataire)

PS Form 2942-A, Mar. 1988 (Previous editions usable)

Show flight numbers for both U.S. and Foreign Commercial Carriers.

Show weights on AV-7 Delivery Lists in kilograms to the nearest tenth.

Total sacks must reflect combined totals of all classes: EMMS, Priority Mail, MOM, and SAM.

Exhibit 343
Sample Form 2942-A, *Military Mail--AV-7 Delivery List*

Chapter 4
Customs

410 Documentation

Do not accept EMMS articles requiring specific Customs documentation without the requirements being met. Failure to meet the requirements could result in significant delays.

420 Coordination

USPS managers at U.S. gateways must interface with U.S. Customs officials to discuss the EMMS program and stress the importance of meeting service standard targets. This serves to reduce the possibility of Customs related delays.

430 Service Guarantee

If EMMS is delayed by Customs, whether U.S. or foreign, the guarantee does not apply. Both USPS and DoD personnel should ensure that Labels 11-B are annotated as to the time the piece entered and exited Customs.

Chapter 5
Delivery and Undeliverable Requirements

510 Delivery Requirements

511 U.S. Postal Service

Once destinating EMMS has been processed and dispatched from a CONUS EMMS gateway, it enters the domestic Express Mail stream and is delivered under the same procedures as domestic Express Mail pursuant to Handbook DM-201, *Express Mail Service*.

512 Department of Defense

512.1 General. Express Mail received at military post offices (MPOs), postal service centers (PSCs), and unit mail rooms (UMRs) must be processed for delivery before all other classes of mail. Use the delivery procedures outlined in the following sections when delivering EMMS.

512.2 Postal Service Center Delivery. Upon receipt of EMMS addressed to a PSC receptacle holder the postal clerk must:

a. Immediately complete the "Delivery was Attempted" portion of the Label 11-B attached to the EMMS piece. Enter the date (month, day, year, e.g., July 1, 1989 or JUL 1, 89) and the time that the shipment was received at the post office, and sign his/her name. (See Exhibit 512.2a.)

Note: Frequently, failure to endorse the Label 11-B as attempted delivery results in the EMMS piece being recorded as having failed service when, in reality, it was available within the service standard.

b. Prepare a Form 3849, *Delivery Notice/Reminder/Receipt*, and place the form in the individual's mail receptacle. See Exhibit 512.2b.

c. If the Express Mail has not been claimed by the third day, prepare another Form 3849 (second and final notice) and place the form in the individual's mail receptacle. If the Express Mail piece has not been called for after five calendar days from the date of the final notice, make disposition as provided for in Exhibit 512.2c.)

Note: A single, new form, Form 3849, *Delivery Notice/Reminder/Receipt*, is replacing Forms 3849-A, *Delivery Notice or Receipt*, and 3849-B, *Delivery Reminder or Receipt*. Offices may use current supplies of Forms 3849-A and -B until exhausted. (Refer to Exhibit 512.2b.)

d. When the customer claims the shipment, complete the "Destination" block of Label 11-B. Ensure the customer signs in the "Signature of Addressee or Agent" block. Remove the "Service Analysis and Proof of Delivery" copy of the Label 11-B and retain it until the end of the business day for submission to the gateway Express Mail manager.

e. Upon delivery to the customer, file Form 3849 by the last two digits of the number and retain for two years. (Refer to Exhibit 512.2c, PSC Delivery, and Exhibit 230(g), Disposition of Labels 11-B, Forms 3533, 5690, 7380.)

512.3 Unit Mail Clerk Delivery. Upon receipt of EMMS addressed to an individual or unit and the mail is delivered by a unit mail clerk (UMC), the MPO postal clerk must:

a. Immediately complete the "Delivery was Attempted" portion of the Label 11-B attached to the EMMS piece. Enter the date (month, day, year, e.g., July 1, 1989 or JUL 1, 89) and the time that the shipment was received at the post office, and sign his/her name. (See Exhibit 512.2a.)

b. When the UMC arrives, check the mail clerk's DD Form 285, *Appointment of Unit Mail Clerk or Mail Orderly*, to ensure that the individual is authorized to receive EMMS:

Completion of Delivery Portion of Label 11-B (DoD)

When an EMMS shipment is received at an MPO:

1. Enter the date that the shipment was received at the MPO in the "Delivery was Attempted" date block. Use the month, day, calendar year in that order (i.e., July 1, 1989 or JUL 1, 89).

2. Enter the time received at the MPO in the "Delivery was Attempted" time block. Use military time or ordinary time and check A.M. or P.M. box.

3. Sign block 2, "Signature of Delivery Employee" to note attempted delivery. Fill out Form 3849, *Delivery Notice/Reminder/Receipt*. (See Exhibit 512.2(b)). Place Form 3849 in addressee's mail receptacle.

When the EMMS shipment is picked up by the addressee or unit mail clerk (UMC) authorized to sign for EMMS:

4. Enter the date of delivery in the "Destination Date of Delivery" block using the format in 1 above.

5. Enter the time of delivery in the "Destination Time of Delivery" block using military or ordinary time and check the A.M. or P.M. box.

6. Have the addressee or UMC sign in the destination "Signature of Addressee or Agent" block.

7. When the addressee or UMC has signed for the piece, sign block 1, "Signature of Delivery Employee," remove the "Service Analysis and Proof of Delivery" copy of the Label 11-B and set aside until the end of the day.

8. Forward all "Service Analysis and Proof of Delivery" copies of the Labels 11-B to the Express Mail manager at the serving gateway in CONUS. (See Exhibit 230(g).)

Exhibit 512.2a (p. 1)
DoD Label 11-B Preparation

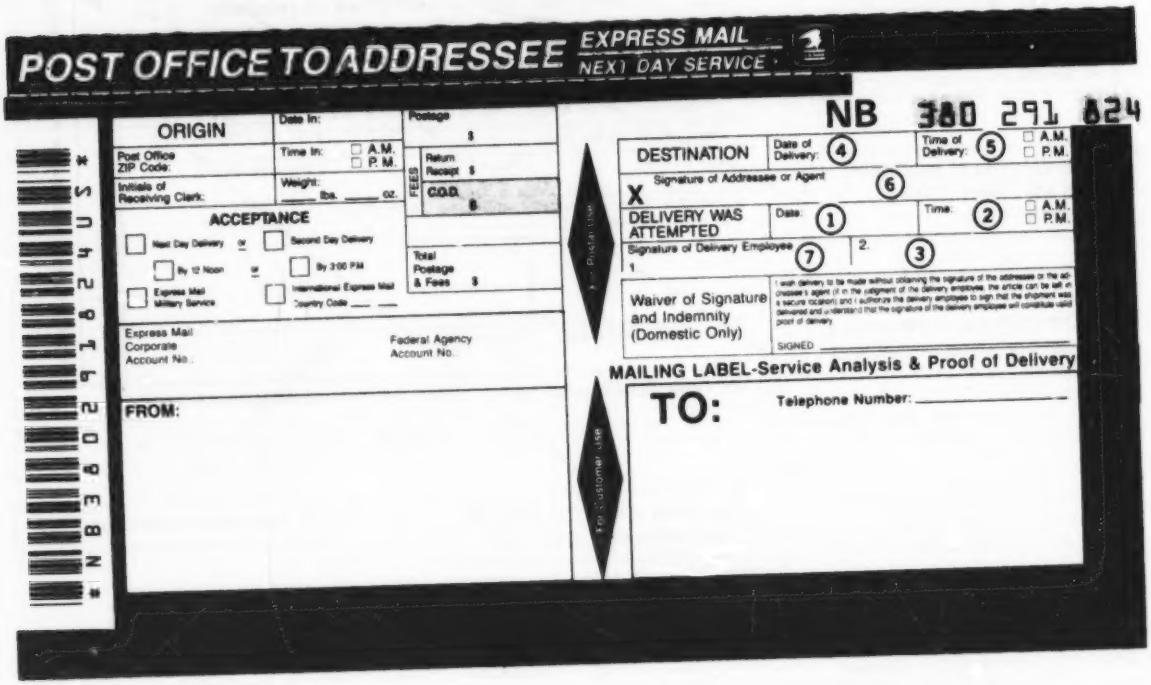
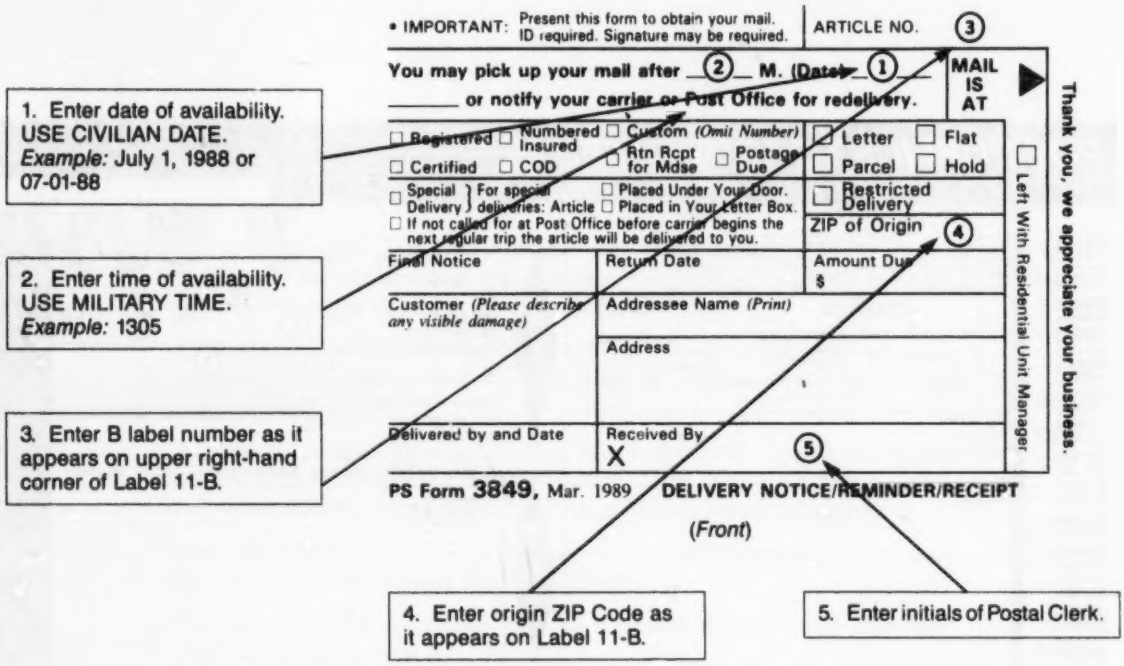


Exhibit 512.2a (p. 2)
DoD Label 11-B Preparation


1. Enter date of availability. USE CIVILIAN DATE. Example: July 1, 1988 or 07-01-88
2. Enter time of availability. USE MILITARY TIME. Example: 1305
3. Enter B label number as it appears on upper right-hand corner of Label 11-B.
• IMPORTANT: Present this form to obtain your mail. ID required. Signature may be required.
ARTICLE NO.
You may pick up your mail after (2) M. (Date) (1)
or notify your carrier or Post Office for redelivery.
MAIL IS AT
Registered Numbered Insured Custom (Omit Number)
Certified COD Rtn Rcpt for Mdse Postage Due
Letter Flat Parcel Hold
Special Delivery For special deliveries: Article Placed Under Your Door. Placed in Your Letter Box.
Restricted Delivery
If not called for at Post Office before carrier begins the next regular trip the article will be delivered to you.
ZIP of Origin (4)
Left With Residential Unit Manager
Thank you, we appreciate your business.
Final Notice
Return Date
Amount Due $
Customer (Please describe any visible damage)
Addressee Name (Print)
Address
Delivered by and Date
Received By X (5)
PS Form 3849, Mar. 1989 DELIVERY NOTICE/REMINDER/RECEIPT
(Front)
4. Enter origin ZIP Code as it appears on Label 11-B.
5. Enter initials of Postal Clerk.

C.O.D. Charges Article No.

DELIVER ARTICLE TO ▶	Enter Name of Person you Authorize to Receive the Mail
FORWARD TO ADDRESSEE AT ▶	Enter Full Address to Which Mail is to be Sent
Signature of Addressee or Agent	Date

OFFICE RECORD OF DISPOSITION WHEN DELIVERY CANNOT BE MADE

☐ Forwarded to Addressee ☐ Returned to Sender *(Name and Address)*

☐ Unclaimed ☐ Unknown ☐ Refused ☐ Other *(Specify)*	Date	By *(Signature)*

PS Form 3849, Mar. 1989

(Reverse)

Exhibit 512.2b
Form 3849, *Delivery Notice/Reminder/Receipt*

Rule	EMMS is received at MPO:	The Postal Clerk Must:	And:
1	The article is addressed to a PSC receptacle holder.	Endorse "Delivery was Attempted" in the postal use portion of the Label 11-B.	Prepare Form 3849, *Delivery Notice/Reminder/Receipt*, and place in the addressee's mail receptacle.
2	The addressee arrives to claim the EMMS piece.	Complete the "Destination" block of Label 11-B.	Ensure the customer signs the "Signature of Addressee or Agent" block.
3	The customer has signed for the EMMS article.	1. Remove the "Service Analysis and Proof of Delivery" copy of Label 11-B. 2. Deliver the piece to the patron.	Retain the copy until the end of the business day for submission to the appropriate Express Mail manager. File Form 3849 by the last two digits of the number and retain for two years.
Note: For disposition of EMMS when the DoD addressee is present for duty but has not claimed the EMMS article, is PCS, TDY/TAD/, on leave for more than seven days, hospitalized/confined, or some other reason unknown, see Exhibit 532.			

Exhibit 512.2c
Postal Service Center (PSC) Delivery

Rule	EMMS is received at MPO:	And	The Postal Clerk Must:
1	The EMMS article is addressed to an individual or unit.	Is delivered by an Unit Mail Clerk (UMC).	Endorse "Delivery was Attempted" portion of the Label 11-B (See Exhibit 512.21a.)
2	The unit mail clerk arrives at the MPO	Prior to delivering the EMMS to the UMC.	Check the UMC's DD Form 285. *Appointment of Unit Mail Clerk or Mail Orderly*, to ensure that the individual is authorized to receipt for EMMS.
3	A check of the UMC's DD Form 285 has been made.	The UMC *is* authorized to receipt for EMMS.	1. Complete the "Destination" block of the Label 11-B. 2. Ensure that the UMC signs for *each* piece in the "Signature of Addressee or Agent" block. 3. Remove the "Service Analysis and Proof of Delivery" copy of the Label 11-B from each delivered article for submission to the appropriate gateway Express Mail manager.
4	A check of the UMC's DD Form 285 has been made.	The UMC *is not* authorized to receipt for EMMS.	1. Prepare Form 3849, *Delivery Notice/Reminder/Receipt*, for each piece. 2. Give Form 3849 to UMC for delivery to addressee.
5	The addressee receives Form 3849.	Personally comes to the MPO to receive the EMMS.	Follow procedures in Rule 3 above. Exception: Addressee must sign "Signature of Addressee or Agent" block.
6	The addressee receives Form 3849.	Authorizes UMC to receipt for the article on the reverse of Form 3849.	Follow procedures in Rule 3 above.

Exhibit 512.3
Unit Mail Clerk (UMC) Delivery

(1) If the UMC is authorized to sign for EMMS, complete the "Destination" block of the Label 11-B and ensure the UMC signs for each piece on the "Signature of Address or Agent" line. Remove the "Service Analysis and Proof of Delivery" copy of the Label 11-B from each delive ed article for submission to the gateway Express Mail manager.

(2) If the UMC is not authorized to accept Express Mail, prepare a Form 3849 for each piece and give the Form 3849 to the mail clerk for delivery to the addressee. The addressee may then:

(a) Personally come to the MPO to receive the EMMS. When the customer claims the shipment, complete the "Destination" block of the Label 11-B. Ensure the customer signs in the "Signature of Addressee or Agent" block. Remove the "Service Analysis and Proof of Delivery" copy of the Label 11-B and retain until the end of the business day for submission to the gateway Express Mail manager.

(b) Authorize the UMC to sign for the article on the reverse side of Form 3849. When the UMC arrives, ensure the UMC signs in the "Signature of Addressee or Agent" block. Remove the "Service Analysis and Proof of Delivery" copy of the Label 11-B and retain until the end of the business day for submission to the gateway Express Mail manager. Refer to Exhibit 512.3, UMC Delivery, and Exhibit 230(g), Disposition of Labels 11-B and Forms 3533, 5690, and 7380.

520 Forwarding Requirements

521 U.S. Postal Service

521.1 Directory Service. Attempt to correct addresses on shipments which cannot be delivered due to insufficient address information or which cannot be delivered at the address given. Use a city or telephone directory to improve the address by adding room or apartment numbers, correcting spelling errors, etc.

521.2 Forwarding Order. Undeliverable -as-addressed Express Mail shipments are forwarded nationwide with no additional postage charged, as long as the addressee has a valid forwarding order on file. Make a notation of forwarding on Label 11-B. Forward shipments as many times as necessary to reach the addressee. Handle and transport pieces being forwarded as Express Mail shipments.

521.3 Address Correction. When an Express Mail item bearing the endorsement "Address Correction Requested" is forwarded to a new address, notify the sender on Form 3547, *Notice to Mailer of Correction in Address.*

521.4 Form 3849, *Delivery Notice/Reminder/Receipt.* File any completed Form 3849, *Delivery Notice/Reminder/Receipt,* with the proof of delivery receipts, for retention by the Express Mail manager/coordinator. This establishes one centrally located file for returned items.

522 Department of Defense

522.1 General. The transient nature of military forces and the basic design of EMMS to provide the fastest possible service dictates that each MPO follow specific procedures when handling undeliverable EMMS. MPO personnel must take same day action to determine the addressee's status and make proper disposition of EMMS (i.e., forward, hold, or return).

522.2 Change of Address. For personnel who have left a permanent or temporary change of address, endorse each article's Label 11-B "Forwarded" and annotate the forwarding address below and to the right of the original address. Handle and transport articles being forwarded to CONUS as Express Mail shipments. (Forward as Priority Mail if destined for an intratheater MPO.)

530 Holding Requirements

531 U.S. Postal Service

If the delivery employee cannot complete delivery after the second attempt, hold Express Mail shipments for five postal workdays (which must include one weekend), unless:

a. The mailer directs return in less than five postal workdays by placing instructions to that effect under the return address; or

b. The mailer provides no such instruction and the addressee requests in writing that the item be held for pickup or delivery on a specified day beyond the five-day holding period.

532 Department of Defense

Under normal circumstances, return EMMS to the mailer in accordance with Exhibit 532 when the addressee fails to pick-up the article unless:

a. The mailer directs return in less time by placing instructions to that effect under the return address; or

b. The addressee or addressee's unit requests (DD Form 2258) that the item be held for pickup for a specified period of time.

540 Return Requirements

541 U.S. Postal Service

541.1 Procedures at Returning Office. Return Express Mail items which are undeliverable or unclaimed (i.e., no instructions from the addressee) after the specified holding period to the sender at no additional charge. Transport pieces being returned to the sender as Express Mail. Leave the "Service Analysis and Proof of Delivery" copy of the mailing label intact on the piece for use at the receiving office. Endorse the mailing label "Return to Sender-- Unclaimed" (or "Moved, Not Forwardable," etc.), initial, and endorse with the date of return.

541.2 Procedures at Receiving Office. The receiving office must attempt to deliver all returned pieces in the most cost-effective manner. The delivering employee must have the sender to whom the shipment is being returned sign the signature block of the mailing label. The delivery employee must record the time and date of delivery and initial the Label 11-B. Return the "Service Analysis and Proof of Delivery" copy to the appropriate employee for clearance and forwarding to the Express Mail manager.

541.3 Procedures in Case of Mishandling. Upon discovery that an (EMMS) piece or pouch has been mislabeled, missent, misrouted, received in error, etc., take the following actions immediately:

a. Redirect or redispatch (relabel) as Express Mail;

b. Input irregularity information into the Air Contracting Data Collection System (ACDCS), an "Air Contracting Irregularity Form" will be generated, which is sent to the PDC in St. Louis; and

c. Advise origin MSC/office (as appropriate) by telephone of error and disposition, if possible. Refer to Handbook DM-201, *Express Mail Service*, for further information regarding the above subjects.

Rule	The Addressee is:	And	The Postal Clerk Must:	Then
1	Present for duty	EMMS item is not picked up by the third calendar day	1. Prepare a second notice Form 3849, *Delivery Notice/Reminder/Receipt.* 2. Contact individual or unit to determine status and inform member of EMMS piece availability.	If not called for five days from the date of the second notice: 1. Endorse Label 11-B "Return to Sender--Unclaimed" and affix the date using an APDS. 2. Complete Form 3849 and indicate disposition on the reverse side. (File Form 3849 numerically by the last two digits.) 3. Return to sender as Express Mail.
2	PCS, TDY/TAD/leave (more than seven days)	Has requested that mail be forwarded to a TDY/leave address	1. Enter the time and date when the EMMS was available for delivery. 2. Sign the "Delivery was Attempted" block of Label 11-B.	1. Forward as EMMS if destined for CONUS. 2. Forward as Priority Mail if destined for an intratheater MPO.
		Has not provided disposition instruction on DD Form 2258 or has requested all mail be held at the MPO		Hold and upon the member's return, deliver the piece and complete the "Destination" block on the Label 11-B.
3	Hospitalized/Confined	Has not provided disposition instructions	1. Contact unit of assignment for forwarding address. 2. Enter the time and date when the EMMS was available for delivery, and sign in the "Delivery was attempted" block of the Label 11-B.	Forward to the address provided by the member's unit.
4	Unknown	No record of the individual exists	1. Prepare Form 3849. 2. Indicate disposition on the reverse side. (File Form 3849 numerically by the last two digits.)	1. Endorse Label 11-B "Return to Sender--Addressee Unknown" and affix the date with an APDS. 2. Return to sender as Express Mail.

Exhibit 532
Delivery of EMMS

542 Department of Defense

542.1 General Procedures. Return EMMS items that are undeliverable or unclaimed after the specified holding period to the sender at no additional charge. Use the following procedures:

a. Transport the pieces as Express Mail.

b. Leave the "Service Analysis and Proof of Delivery" copy of the Label 11-B intact on the piece for use at the receiving office and endorse appropriately (i.e., unclaimed, moved, or no forwarding address).

c. Complete the reverse of Form 3849 (show disposition/reason on reverse for returning the article). File Form 3849 by the last two digits of the Express Mail label number.

542.2 Missent Procedures. MPOs receiving missent EMMS must endorse the shipment "Missent to MPO _____." In addition, annotate the Label 11-B (in the "From" or "To" blocks where space allows) to reflect "Missent to MPO _____." Dispatch missent shipments as Express Mail on the next available dispatch to final destination.

Chapter 6
Drop Shipment and Custom Designed Service

610 Drop Shipments

611 Authorization

Drop shipments via EMMS are authorized to APO/FPO destinations. All EMMS drop shipments must adhere to the requirements specified in 136.7 of the Domestic Mail Manual and meet the following criteria:

a. Must be the "Tour Superintendent Open and Distribute" format consistent with DMM 136.752b. The label should read "AMT/APO Chief, Open and Distribute," followed by the AMT/APO name and 5 digit ZIP Code where final distribution will take place. For example:

APO Chief, Open and Distribute
APO 09082 OFFENBACH GE

Note: Tag 157, *Express Mail Drop Shipment,* is to be affixed to EMMS drop shipments. (See Exhibit 611(a).)

b. Must strictly adhere to the authorized collector sack make-up in Exhibit 311.523.

c. All items included in the drop shipment must be routed and labeled to the final distribution point according to Exhibit 311.523.* For example, pieces for APO 09028 Sandhofen GE, and APO 09031 Kitzingen GE must be placed in a collector sack labeled to APO 09082 Offenbach GE. Once the collector sack reaches Offenbach, the Offenbach personnel are responsible for opening the sack and distributing the contents to the final destinations, i.e., in this case, APOs 09028 and 09031.

*For APO/FPO destinations not on the authorized EMMS network directory, the drop shipment must still be routed and labeled to an authorized EMMS final distribution point. Any questions as to which EMMS final distribution point a specific APO/FPO destination must be dispatched, should be referred to the appropriate international civil and military mail coordinator.

d. All items inside the Express Mail pouch must be bundled and have a facing slip indicating final destination. For example, if the mailer's shipment consists of First-Class flat mail, all the flats destinating at the same 5 digit APO/FPO must be bundled and tied and have a facing slip indicating the 5 digit destination. This is conducive to efficient handling once the shipment arrives at the final distribution point. In the example given in c, there would be two bundles of flats one for APO 09028 and one for APO 09031.

612 Exception

All drop shipment mail placed in an APO 09060 AMT Frankfurt GE collector sack, must also be sacked in equipment appropriate to the class of mail within. For example, if the mailer drop shipped three bundles of first class flat mail to 09021, 09097, and 09130, each bundle would also have to be placed in orange priority sacks labeled to final destination, prior to being placed in the AMT Frankfurt collector sack. The reason for this exception is that the physical layout of AMT Frankfurt is not conducive to rack sortation of bundles or individual pieces.

620 Express Mail Military Custom Designed Service

621 Availability

EMMS Custom Designed Service is available only on a scheduled basis between designated postal facilities or other designated locations and designated APO/FPO facilities, for mailable matter tendered in accordance with Form 5631, *Express Mail Service Agreement,* between the Postal Service and the mailer. All Express Mail Military Custom Designed Service must adhere to the re-

quirements specified in DMM 223. Use Form 5625, *Express Mail Custom Designed Service Receipt,* or 5625-C, *Express Mail Custom Designed Service Receipt.* (See Exhibit 621.)

622 Custom Designed Service Agreement

Each Custom Designed Service Agreement must set forth the following:

a. The scheduled place and day or date of origin for each shipment tendered for service to each specific destination.

b. The scheduled place and day or date for claim or delivery at destination for each scheduled shipment.

c. The scheduled times of day for tender at origin and for claim or delivery at destination.

623 Service Agreement Leg

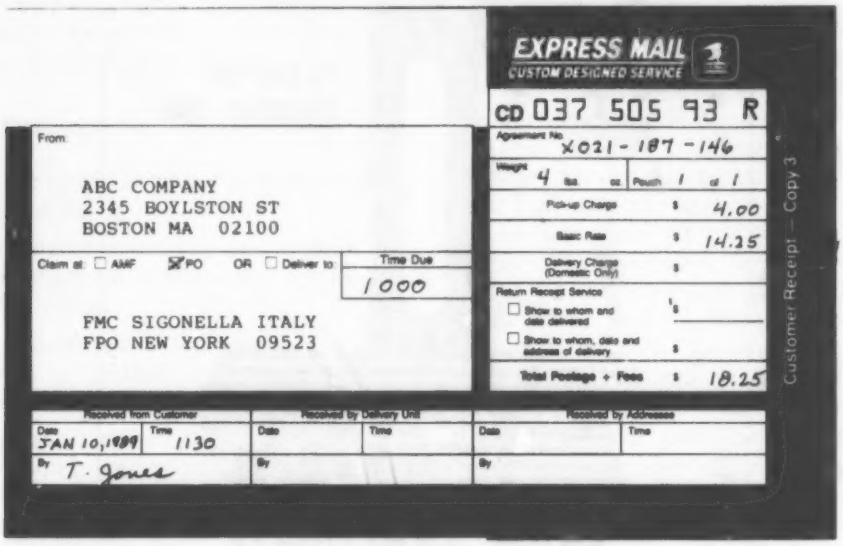
Each Custom Designed Service Agreement "leg" (origin/destination) is routed and dispatched on specific surface and air transportation.

Note: For security reasons, under no circumstances will any flight specific information regarding custom designed EMMS shipments ever be made public to customers or any parties other than USPS personnel involved in the administration or dispatch of custom designed EMMS shipments.

624 Example of Custom Designed Service

An example of an Express Mail Military Custom Designed Service would be: A customer in Boston, MA wishes to mail to FPO Sigonella, Italy 09523 every Tuesday for delivery by 10:00 A.M. on Thursday. The customer signs a Customed Designed Service Agreement with the Postal Service. The customer agrees to tender the EMMS shipment to the GMF no later than 12:00 every Tuesday. The shipment is transported to AMF Boston on surface vehicle route 02011, Trip 15, which leaves Boston GMF at 1320 and arrives AMF BOS at 1400. The shipment is tendered to TW flight 810 which leaves BOS 1840 and arrives in Rome (FCO) at 1015 on Wednesday. The shipment is then transferred to flight BM 188 departing FCO 1510 and arriving Catania, Italy (CTA) at 1620. The shipment is picked up Wednesday evening by the military contract vehicle and is transported to the fleet mail center at Sigonella. The fleet mail center then makes the shipment available at the FPO by 10:00 A.M. on Thursday. The example demonstrates that the customer tenders the shipment by a specified hour on a specified day, the shipment is transported by specified surface and air routes, and the shipment is delivered to the destination by a specified time by a "design," customized for the mailer by the Postal Service.

Exhibit 611(a)
Tag 157, *Express Mail Drop Shipment*



EXPRESS MAIL
CUSTOM DESIGNED SERVICE

CD 037 505 93 R

From:
ABC COMPANY
2345 BOYLSTON ST
BOSTON MA 02100

Agreement No. X021-187-146

Weight 4 lbs. oz. Pouch 1 of 1

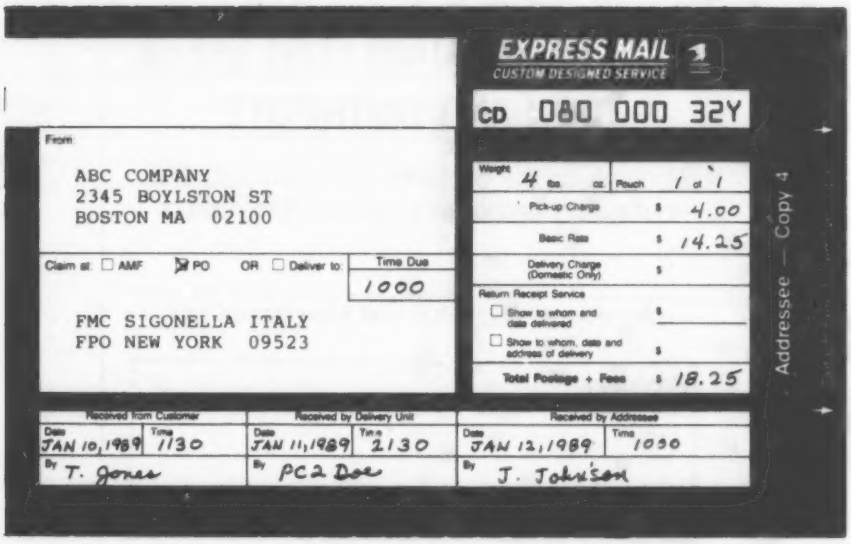
Pick-up Charge $ 4.00
Basic Rate $ 14.25
Delivery Charge (Domestic Only) $
Return Receipt Service
☐ Show to whom and date delivered $
☐ Show to whom, date and address of delivery $
Total Postage + Fees $ 18.25

Claim at: ☐ AMF ☒ PO OR ☐ Deliver to: Time Due 1000

FMC SIGONELLA ITALY
FPO NEW YORK 09523

Received from Customer		Received by Delivery Unit		Received by Addressee	
Date JAN 10,1989	Time 1130	Date	Time	Date	Time
By T. Jones		By		By	

Customer Receipt — Copy 3



EXPRESS MAIL
CUSTOM DESIGNED SERVICE

CD 080 000 32Y

From:
ABC COMPANY
2345 BOYLSTON ST
BOSTON MA 02100

Weight 4 lbs. oz. Pouch 1 of 1

Pick-up Charge $ 4.00
Basic Rate $ 14.25
Delivery Charge (Domestic Only) $
Return Receipt Service
☐ Show to whom and date delivered $
☐ Show to whom, date and address of delivery $
Total Postage + Fees $ 18.25

Claim at: ☐ AMF ☒ PO OR ☐ Deliver to: Time Due 1000

FMC SIGONELLA ITALY
FPO NEW YORK 09523

Received from Customer		Received by Delivery Unit		Received by Addressee	
Date JAN 10,1989	Time 1130	Date JAN 11,1989	Time 2130	Date JAN 12,1989	Time 1090
By T. Jones		By PC2 Doe		By J. Johnson	

Addressee — Copy 4

Exhibit 621
Forms 5625 and 5625-C, *Express Mail Custom Designed Service Receipt,*

Chapter 7
Training

710 U. S. Postal Service

EMMS has been incorporated into a new draft of the standard training program for window clerks. Incorporation of EMMS into the international, dispatch and routing, and postmaster courses at the postal management academy are being explored.

720 Department of Defense

The following guideline serves as a training reference for all military postal personnel involved in any phase of Express Mail service:

a. Each postal MACOM should determine Express Mail Military Service training requirements. Upon completion of that determination, take necessary action to provide additional training. MPSA and USPS HQ are committed to that effort and will assist as requested.

b. Any EMMS training materials developed by USPS will be shared with MPSA for inclusion in any EMMS training they wish to undertake.

Chapter 8
Dispatch and Routing Considerations

810 Route Selection

811 General

TMSC dispatch and routing (D&R) specialists must adhere to the following route selection criteria when routing EMMS: Flight selection priority

a. non-stop service

b. direct service

c. intraline (same airline) service

d. interline (different airline) service

812 Direct Flights

All direct flights showing a change of equipment *must* be reflected in scheme products as an intraline routing. At times, a direct flight showing a change in gauge of equipment will not be able to be entered because of insufficient transfer time. For example, if a D&R specialist attempts to input PA 124 from SFO to FRA, the routing will take. However, if the routing is input PA 124 (Equip=747) from SFO to LHR and PA 124 (Equip=72S) from LHR to FRA the system will not accept the routing as it only allows for one HR 25 minutes transfer time and Pan American requires two HRS at LHR.

Note: Generally, EMMS transfer times at overseas airstops is two hours for intraline transfers and four hours for interline transfers. However, transfer times not consistent with this general rule can be found in 1.4, Facility Inquiry, of the NASS data base.

813 ZIP Starts

Under ZIP Start, there are several destinations with different ZIP starts going to the same air stop. For example, ATHMA and ATHME are both serviced by Athens, Greece. ATHMA indicates APO 09223 only and has a CET of 1000+2. ATHME encompasses the remaining APOs geographically separated from Athens airport. These APOs have a CET of 0400+2. (Refer to Exhibit 813 for all overseas EMMS CETs.)

820 Military Express (ME) Schemes

Once the Military Express (ME) schemes are generated, D&R specialists are responsible for:

a. Disseminating the EMMS scheme products to the appropriate division personnel.

b. Creating EMMS directories and providing same to the divisions in their service area.

c. Providing the appropriate division personnel with updated APO/FPO make-up and labeling lists.

d. Ensuring that the AMFs are using the routings which the dispatch and routing specialists provided.

Air Stop Code	ZIP Start	ZIP End	Critical Entry Time	Destination City	City Code
ATH	ATHMA	ME	1000+2	ATHENS GREECE (09223 ONLY)	ATH
ATH	ATHME	ME	0400+2	ATHENS GREECE	ATH
BDA	BDAME	ME	1330+2	BERMUDA, BERMUDA	BDA
TXL	BERME	ME	0900+2	BERLIN GERMANY	BER
BKK	BKKME	ME	0900+2*	BANGKOK THAILAND	BKK
BRU	BRUME	ME	1400+1	BRUSSELS BELGIUM	BRU
CTA	CTAME	ME	2000+1	CATANIA ITALY	CTA
FRA	FRAMA	ME	1300+1	FRANKFURT GE (09009,12,94,109,122,130,132,136,305)	FRA
FRA	FRAME	ME	2100+1	FRANKFURT GERMANY	FRA
LBA	LBAME	ME	2359+1	LEEDS UNITED KINGDOM	LBA
LHR	LONMA	ME	2100+1	FMC LONDON UK(09509,10,53)	LON
LHR	LONME	ME	1100+1	LONDON UNITED KINGDOM	LON
MAD	MADME	ME	1000+2	MADRID SPAIN	MAD
MAN	MANME	ME	2359+1	MANCHESTER UNITED KINGDOM	MAN
PTY	MEPTY	ME	2000+1	APO/FPO PANAMA	PTY
MNL	MNLMA	ME	2300+1*	MANILA REP. OF PHILIPPINES	MNL
MNL	MNLMF	ME	2300+1*	SUBIC BAY REP. OF PHILIPPINES	MNL
MUC	MUCMA	ME	0900+2	MUNICH GERMANY (09108 ONLY)	MUC
MUC	MUCME	ME	0900+2	MUNICH GERMANY	MUC
NAP	NAPME	ME	1930+1	FMC NAPLES ITALY(09520,21,22,24)	NAP
OKA	OKAME	ME	2000+1*	OKINAWA OKINAWA	OKA
CDG	PARME	ME	0900+2	PARIS FRANCE	PAR
PTY	PTYME	ME	1300(MIA)	APO/FPO PANAMA (MIA) PTY	
FCO	ROMMA	ME	0900+2	ROME ITALY(09794 ONLY)	ROM
RUH	RUHME	ME	1200+2	APO RIYDAH SAUDI ARABIA	RUH
SEL	SELMA	ME	2000+1*	SEOUL KOREA	SEL
SEL	SELME	ME	2000+1*	SEOUL KOREA	SEL
SYD	SYDME	ME	1230+2*	SYDNEY AUSTRALIA	SYD
NRT	TYOMA	ME	2230+1*	TOKYO JAPAN	TYO
NRT	TYOMF	ME	2230+1*	TOKYO JAPAN	TYO

Critical Entry Times for the Pacific Theatre (marked with an *) are based on elapsed time rather than calendar days as the International Date Line is crossed.

Exhibit 813
Express Mail Military Service
Critical Entry Times (CETs)

Appendix A
List of Exhibits

Chapter 1
133.1, Air Carrier Responsibilities
141, CONMIL EMMS Delivery Commitments
161, Sample EMMS Supplies
162.11, Requisitioning Expendable EMMS Supplies

Chapter 2
211, USPS Acceptance Procedures
211(b), p. 1-6 APO/FPO Available Destinations (Makeup and Labeling List)
211(b), p. 7 Conditions Applied to EMMS Overseas Destinations
220, MPO Acceptance Procedures
230(c), p. 1-2 USPS Label 11-B Preparation
230(c), p. 3-4 DoD Label 11-B Preparation
230(d), Sample Agency Code
230(g), Disposition of Labels 11-B and Forms 3533, 5690, and 7380
262, Form 3533, *Application and Voucher for Refund of Postage and Fees*
263, Application For Postage Refund
272(a), Form 5690, *Express Mail Application for Indemnity*

Chapter 3
311.1, CONMIL Makeup Requirements
311.2, Tag 176, *Express Mail--Military Service*
311.511, Tag 176-B, *Express Mail--Military Service*
311.523, Authorized Sack Collectors
311.56, Outside EMMS Pieces
312.1, MILCON Makeup Requirements
321.1, EMMS Exchange Offices
333, Sample Form 2900, *U.S. Military Mail by Commercial Air Carriers Dispatch Record*
333(l), Weight Conversion Chart
343, Sample Form 2942-A, *Military Mail--AV-7 Delivery List*

Chapter 5
512.2a, DoD Label 11-B Preparation
512.2b, Form 3849, *Delivery Notice/Reminder/Receipt*
512.2c, Postal Service Center (PSC) Delivery
512.3, Unit Mail Clerk (UMC) Delivery
532, Delivery of EMMS

Chapter 6
611(a), Tag 157, *Express Mail Drop Shipment*
621, Forms 5625 and 5625-C, *Express Mail Custom Designed Service Receipt*

Chapter 8
813, EMMS Critical Entry Times (CETs)

best copy available

Appendix B
List of Acronyms

AMT	Aerial Mail Terminal
AMF	Air Mail Facility
CET	Critical Entry Time
CONUS	Continental United States
COPE	Custodian of Postal Effects
FMC	Fleet Mail Center
GSU	General Support Unit or Geographically Separated Unit.
JMPA	Joint Military Postal Activity
MACOM	Major Command
MMT	Military Mail Terminal
MPO	Military Post Office
MPSA	Military Postal Service Agency
NASS	National Air and Surface System

Appendix C
Glossary of Terms

Acceptance Unit	Any postal facility authorized to accept Express Mail.
Clearance Time	The time required to process mail in order to dispatch it to other units to meet their critical entry time (CET).
Collector Sack	A sack that contains 5 digit direct made-up sacks, for a common off-load point or destination.
CONMIL	EMMS dispatched from U.S. origins to APO/FPO destinations overseas.
Critical Entry Time (CET)	The time that mail must arrive at a unit in order to be processed to meet mail processing targets.
Cut-Off	The latest time an EMMS item can be accepted for guaranteed second day delivery. EMMS cut-off times *must* be posted in the lobby of all authorized EMMS acceptance facilities.
Destination Air Stop	The final airstop at which EMMS is offloaded for transport to distribution/delivery point.
Exchange Office	A concentration center where military and international mails are processed and finalized for dispatch to overseas destinations.
Failure	An EMMS item which is not delivered within the service standard, i.e., accepted prior to the cut-off time and not delivered by 1500 on the second day after mailing, or accepted after the cut-off and not delivered by 1500 on the third day after mailing.
Gateway	The airstop where EMMS departs from or arrives in the U.S.
Interline	EMMS which is transferred to a flight on a different airline, e.g., PA to TW.
Intraline	EMMS which is transferred to a flight on the same airline, e.g., PA to PA.
Logistically Supportable	All the transportatidon from origin tc destination meets the criteria to make on time service, i.e., meets CET and sufficient transfer times.
MILCON	EMMS dispatched from APO/FPO origins to U.S. destinations.
National Air and Surface System (NASS)	The transportation data base used by dispatch and routing specialists to provide dispatch and routing documents to USPS field installations.

Network	The network is all locations that can be reached within the service standard from a particular acceptance point. U.S. locations are identified by the first 3 digits of their ZIP Code. Military locations are identified by their 5 digit APO/FPO ZIP Code.
Network Directory	An official listing of ZIP Code locations which can be reached within the EMMS service standard. (Each USPS acceptance unit is provided with a list of those APO/FPO destinations which are logistically supportable from their office. Each military acceptance unit is provided with a list of 3 digit or 5 digit U.S. ZIP Code destinations which are logistically supportable from their office).
Off-Net	Off-net EMMS are shipments addressed to destinations *not* on the EMMS network. Off-net EMMS shipments are not authorized since they are not logistically supportable within service standard.
Outside	An outside EMMS piece is one that will not fit in an Express Mail pouch.
PSC Delivery	Delivery to postal service center receptacle (p.o. box receptacle delivery).
Tailgate	EMMS is loaded in the rear of the vehicle so that it is readily identified and easy to onload/offload.
UMC Delivery	EMMS which is delivered by a unit mail clerk.
Working Pouch	A pouch containing EMMS destinating at various APOs/FPOs not made up to 5 digit directs individually sacked. Working EMMS pouches *must not* be dispatched to military mail terminals.

Appendix D
Forms Glossary

PS Form Number	Title	Reference
1578-B	Requisition for Non-Standard Facing Slips or Labels	Exhibit 161
1586	Supply Record	162.3
2900	U.S. Military Mail by Commercial Air Carriers Dispatch Record	321.4b; 321.5b; 330; Exhibit 333
2942-A	Military Mail--AV-7 Delivery List	321.4b; 321.5b; 340; Exhibit 343
3533	Application and Voucher for Refund of Postage and Fees	Exhibit 161; Exhibit 230; 253; 262; Exhibit 262; 263; Exhibit 263; 512.2c
3547	Notice to Mailer of Correction in Address	521.3
3811	Domestic Return Receipt	230b(1)(a); 242.2
3849	Delivery Notice/Reminder/Receipt	Exhibit 230; 512.2; 512.3b(2); Exhibit 512.3; 521.4; Exhibit 532; 542.1c
2966-A	Parcel Post Customs Declaration--United States of America	Exhibit 211(b)p.7
2966-B	Parcel Post Customs Declaration and Dispatch Note	Exhibit 211(b)p.7
5625	Express Custom Designed Service Receipt	621; Exhibit 621
5625-C	Express Custom Designed Service Receipt	Exhibit 621
5631	Express Mail Service Agreement	621
5690	Express Mail Application for Indemnity	Exhibit 161; Exhibit 230; 272; Exhibit 272a; 273; Exhibit 512.2c; Exhibit 272(a)
7380	Supply Center Requisition	160; Exhibits 161, 230, 512.2c
DD 285	Appointment of Unit Mail Clerk or Mail Orderly	512.3b; Exhibit 512.3

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*U.S. G.P.O. 1989-239-151